B4500 Series MFP

OKI
PRINTING SOLUTIONS

User's Guide

B4525 MFP/B4545 MFP

WELCOME

You have just acquired a new generation communications terminal from OKI Printing Solutions and we congratulate you on your choice.This multi-function terminal is capable of faxing, printing and scanning and furthermore, can be used for Internet communications. Your terminal will meet all your professional requirements.

Thi s User's Manual presents the model in the range:

Model	Equipment
B4525 MFP	• Duplex unit scanner colour • 33.6 kbps fax and 56 kbps data modem • 20 ppm Black & White laser printer • Emission / reception of SMS • Companion Suite Pro kit PC
B4545 MFP	• Duplex unit scanner colour • 33.6 kbps fax and 56 kbps data modem • 20 ppm Black & White laser printer • Emission / reception of SMS • Duplex copier • LAN 10/100 Base T

It combines power, user-friendliness and simplicity thanks to its navigator, its multitask access and its direct access directory.

Providing access to the Internet, your terminal lets you, depending on model:

- send and receive faxes to E-mails thanks to the F@x to E-mail function,
- send and receive E-mails,
- send SMS's.

Denpending on model, you can also print to PCL® 6 and SGScript 3 formats (emulation of Postscript® level 3 language).

We strongly encourage you to spend a little time reading this Manual, so that you can use the numerous features of your terminal in the best possible manner.

List of acces sories[1]

The following additional accessories are proposed for these models:

- Directory card.
- 500-page paper tray.
- Duplex-unit (depending on model)
- Activation kit PCL® 6 and SGScript 3 (depending on model).
- Companion Suite Pro kit PC (depending on model).

Consumables

To refer to the last page of this user manual for the references.

1. The list of accessories is subject to change without prior notice.

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This unit has been designed in accordance with European standards I-CTR37 and CTR21, it is designed for connection to the Public Switched Telephone Network (PSTN). In case of any problems, first contact your Supplier.

The mark **CE** attests that the products comply with the essential requirements of Directive R&TTE 1999/05/EC.

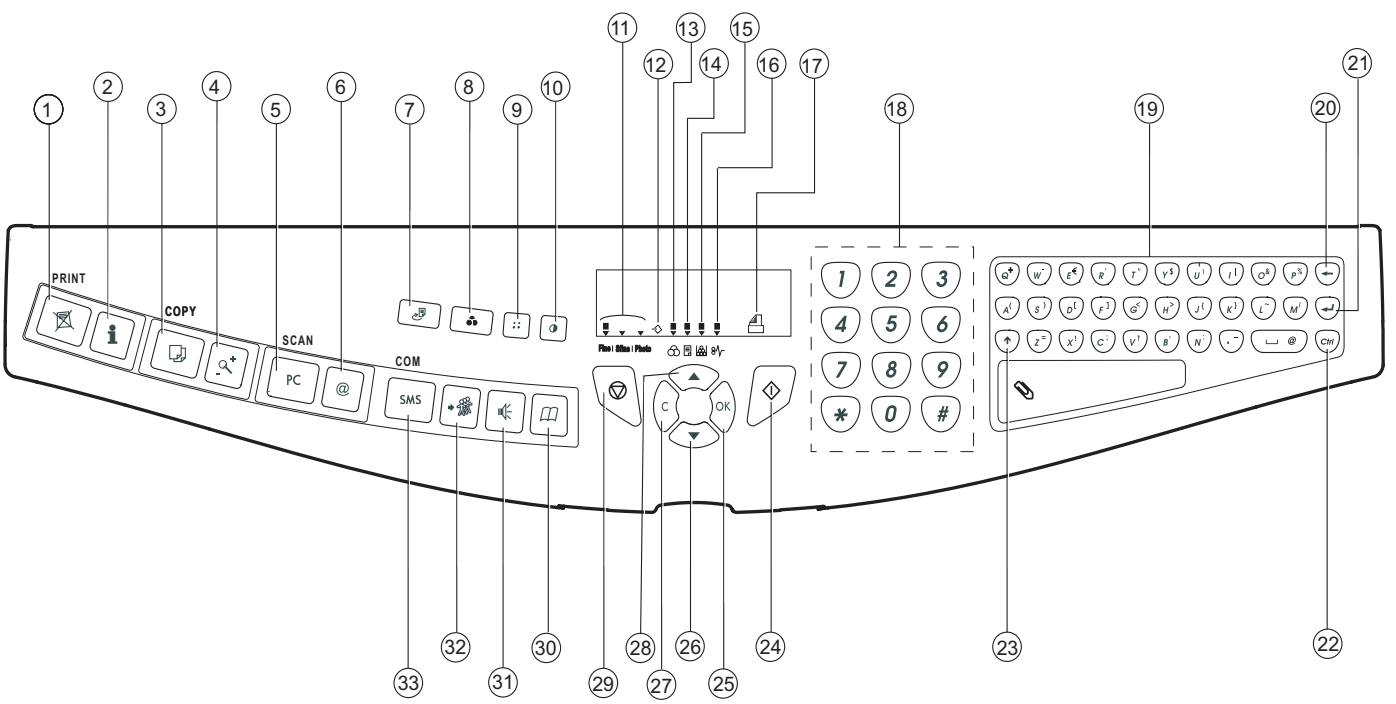
For user safety, in accordance with Directives 73/23/EC.

For electromagnetic interference, in accordance with Directive 89/336/EC.

The manufacturer declares that the products are manufactured in accordance with ANNEX II of Directive R&TTE 1999/5/EC.

Console

1. Key : stops current printing
2. Key : help in terminal use.
3. Key : local photocopy.
4. Key : reduce or enlarge.
5. Key **PC** : scan to PC / scan to FTP.
6. Key @ : scan to e-mail (sending of Internet fax).
7. Key : double sided printing
8. Key : selection of colour mode.
9. Key : scan resolution.
10. Key : contrast setting.
11. Scan resolution (Fine (Fin), SFine (Super Fin), Photo).
12. Icon "Ligne" :
    * On : communication in progress.
    * Falshing : communication setting up.
13. Icon : color mode selected.
14. Recto/Verso print indicated :
    * On : duplex mode activated
    * Out : printing mode deactivated.
15. Indicator reserve "Toner" :
    On : end of toner,
    Flashing : near the end of toner.
16. Indicator printer paper jam .
17. Icon fax reception icon reception :
    * On : reception possible.
    * Flashing : non-printed document(s) in memory or being received
    * Out : reception impossible.
18. Digital keyboard.
19. Alphabetical keyboard.
20. Key : deletes the character to the left of the cursor.
21. Key : input or line feed.
22. Key **Ctrl** : access to special characters
23. Key : Shift.
24. Key : send fax .
25. Key **OK** : validates displayed selection.
26. Key : access to menu and browsing in menus downwards.
27. Key **C** : return to previous menu and correction of text.
28. Key : browsing in menus upwards.
29. Key : stops current operation.
30. Key : access to directory and quick dial numbers.
31. Key line manual connection, listen for tone during fax sending
32. Key : multiple contact sending (fax, e-mail or SMS).
33. Key SMS : sending of an **SMS** (Short Message Service).



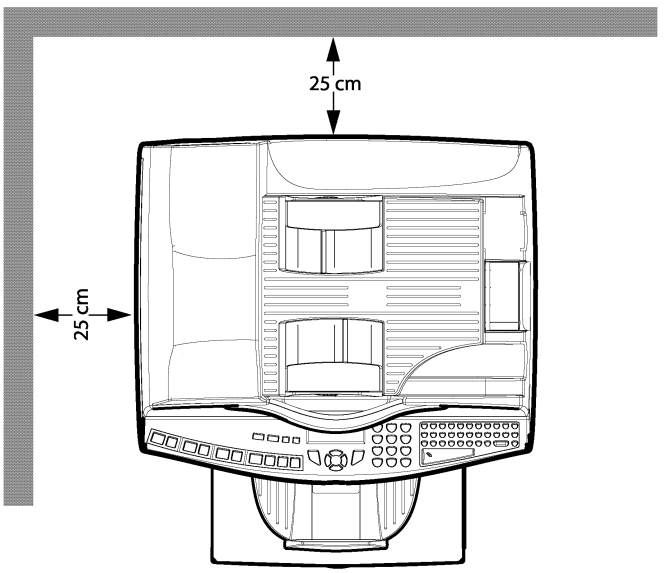
1 INSTALLATION

INSTALLING YOUR TERMINAL

INSTALLATION REQUIREMENTS

A proper location helps to ensure that your printer provides you with the long service life for which it is designed. Double-check to make sure that the location you select has the following characteristics.

- **Choose a location that is well ventilated.**
- Make sure that you do not block the aeration grill located on the left side of the terminal. When installing the terminal close to a wall, make sure that the distance between the wall and the rear. Left hand side of the terminal is at least 25 centimetres, to make opening of the cover easier and so as not to block the aeration grill of the terminal.



- Make sure there is no chance of ammonia or other organic gasses being generated in the area.
- The grounded power outlet (refer to the safety instructions in the **Safety** section) you plan to connect to for power should be nearby and not obstructed.
- **Make sure that the printer is not exposed to direct sunlight.**
- Avoid areas in the direct airflow of air conditioners, heaters, or ventilators and areas subject to temperature and humidity extremes.
- Choose a sturdy, level surface where the printer will not be exposed to strong vibration.
- **Keep the printer away from any objects that might block its heat vents.**
- Do not locate the printer near curtains or other combustible objects.
- Choose an area where there is no possibility of the printer being splashed with water or other liquids.
- Make sure that the surrounding area is clean, dry, and free of dust.

Operational precautions

Note the following important precautions whenever using the printer.

Operating Environment

The following describes the operating environment required when using the printer:

- Temperature: 10°C to 35°C (50°F to 95°F) with fluctuation of 10°C (18°F) per hour.
- Humidity: 20% to 80% (no condensation) with fluctuation of 20% per hour.

Terminal

The following describes precautions for using the terminal.

- Never turn the terminal off or open any of its covers during a print operation.
- Never place flammable gasses, liquids or objects that generate magnetic forces near the terminal.
- When unplugging the power cord, always grasp the plug and never pull on the cord. A damaged cord creates the danger of fire or electrical shock.
- Never touch the power cord when your hands are wet. Doing so creates the danger of electrical shock.
- Always unplug the power cord before moving the terminal. Failure to do so can damage the power cord, creating the danger of fire or electrical shock.
- Always unplug the power cord if you do not plan to use the terminal for a long time.
- Never try to remove any secured panel or cover. The terminal contains high-voltage circuit which creates the danger of electrical shock when exposed.
- Never try to modify the terminal. Doing so creates the danger of fire or electrical shock.
- Never place any heavy objects on the power cord, pull on it or bend it. Doing so creates the danger of fire or electrical shock.

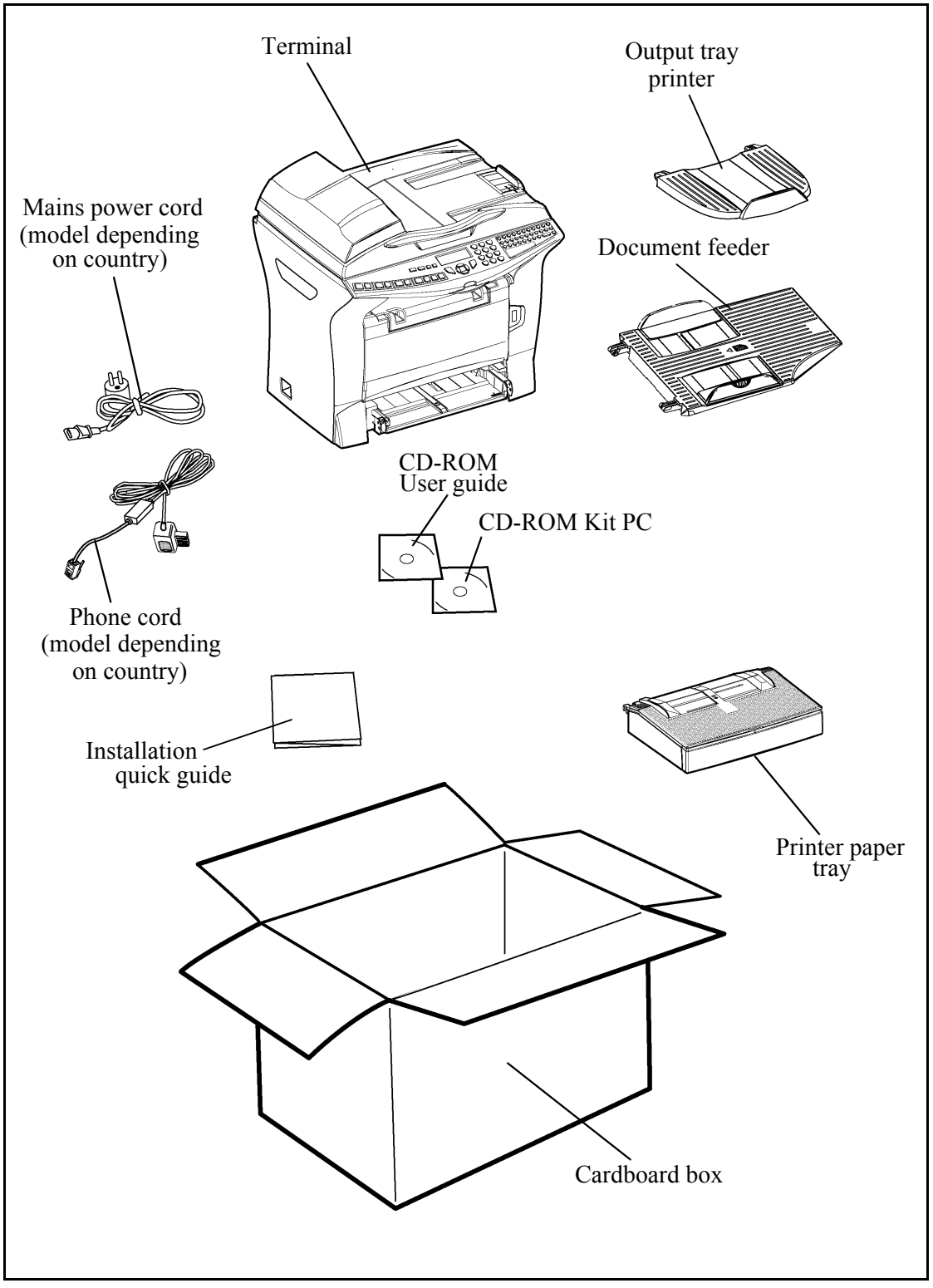
- Always make sure the terminal is not placed on the electrical cord or the communications cables of any other electrical equipment. Also make sure that cords and cables do not get into the terminal's mechanism. Any of these conditions create the danger of malfunction and fire.
- Always take care that paper clips, staples, or other small pieces of metal do not get into the terminal through its vents or other openings. Such objects create the danger of fire or electrical shock.
- Do not allow water or other liquids to spill on or near the terminal. Fire or electrical shock can occur should water or liquid come into contact with the terminal.
- Should liquid or any piece of metal accidently get inside the printer, immediately turn it off, unplug the power cord, and contact your dealer. Failure to take this immediate action creates the danger of fire or electrical shock.
- Whenever the terminal emits unusually high amounts of heat, smoke, an unusual odor, or noise, immediately turn it off, unplug it, and contact your dealer. Failure to take this immediate action creates the danger of fire or electrical shock.
- **Paper for printer: do not use paper previously printed by your terminal or any other printer: the ink or toner deposited on that paper might damage the printing system of your terminal.**

Caution - Be sure to locate the terminal in a well-ventilated location. A minimal amount of ozone is generated during normal operation of this terminal. Because of this, an unpleasant odor may result when the printer is used for extensive printing in a poorly ventilated area. For a comfortable, healthy, and safe operation, be sure to locate the terminal in a well-ventilated area.

UNPACKING THE BOX

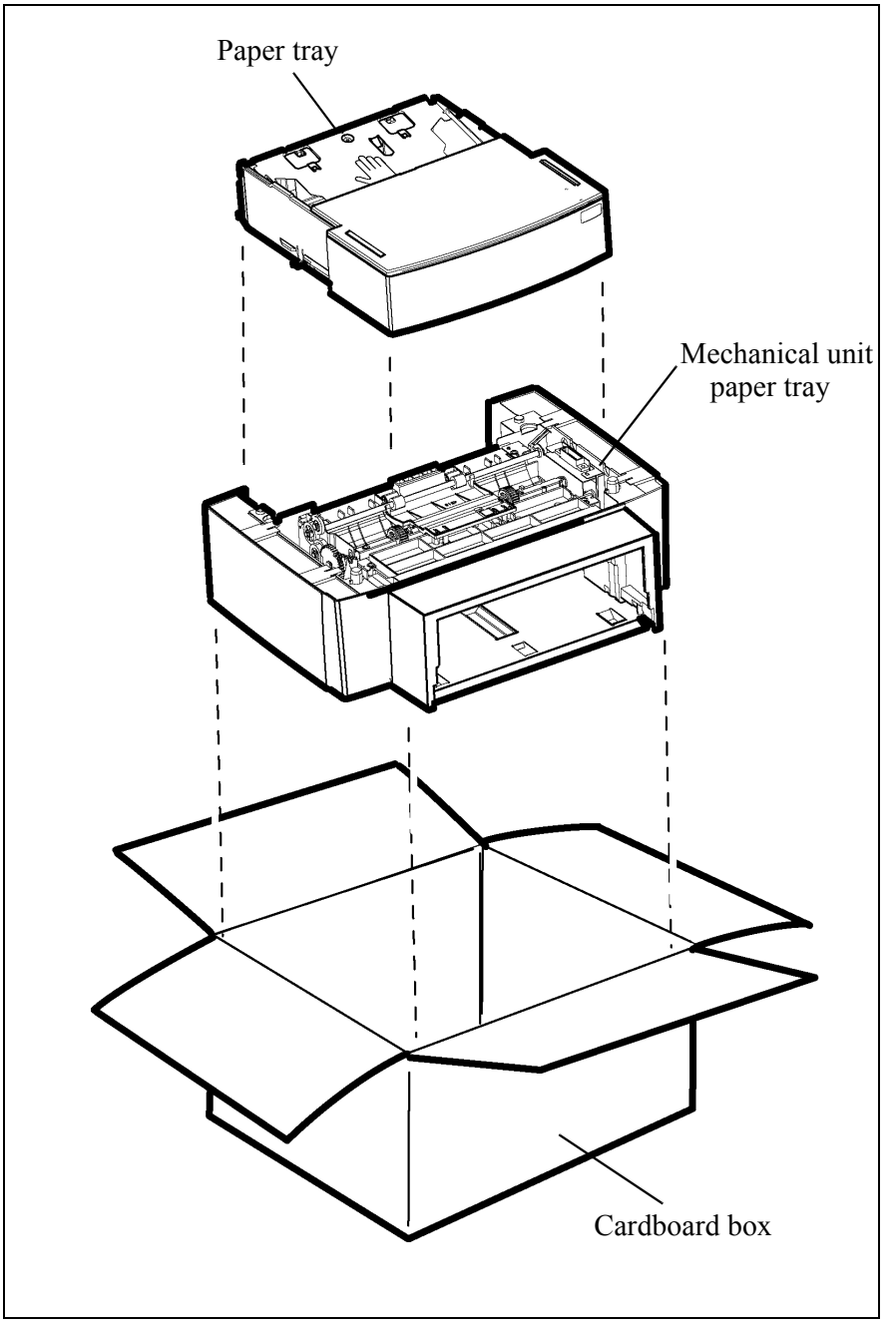
☞ Take the protection profiles, the packing material and the terminal out of the shipping box.

☞ Check that the following parts are in the box.



UNPACKING THE ADDITIONAL PAPER TRAY (DEPENDING ON MODEL OR OPTION)

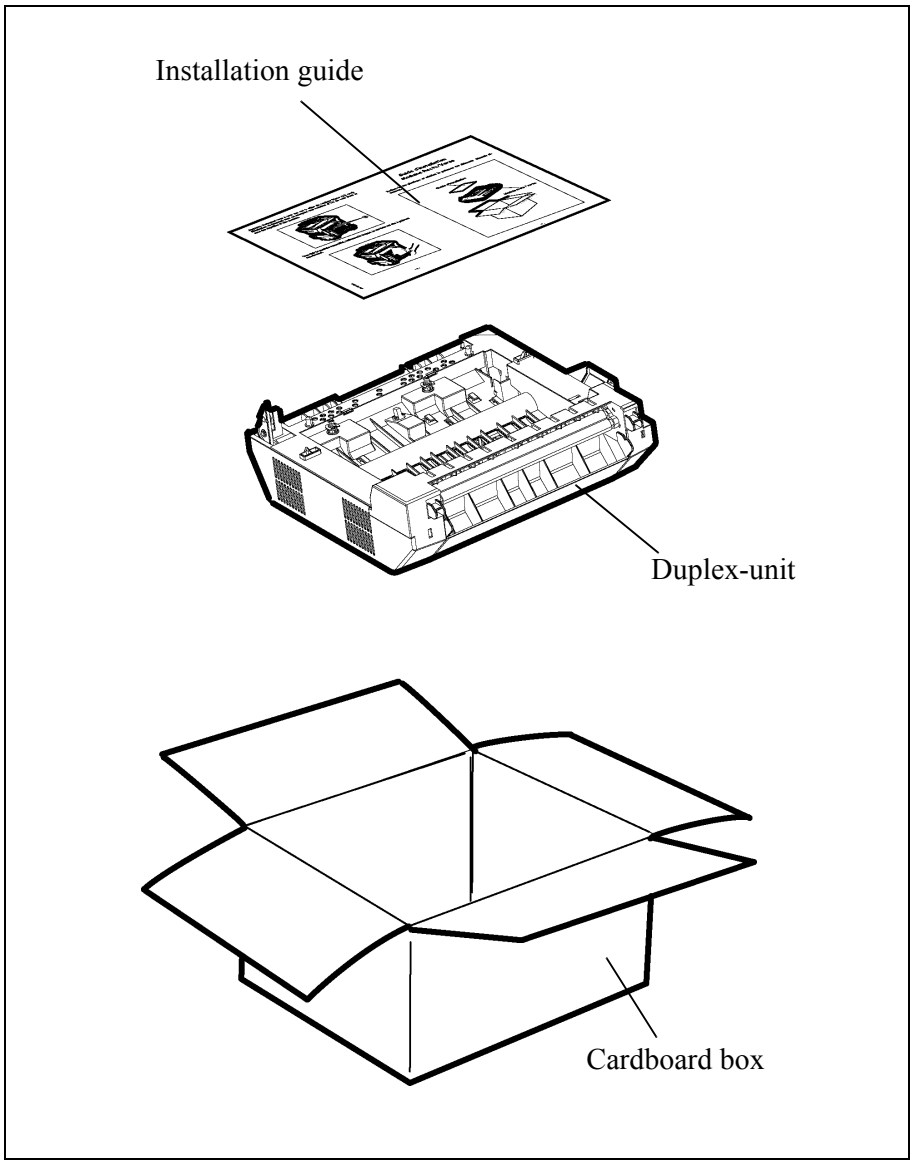
☞ Remove the plastic bags and check for the parts illustrated below.



Installing the additional paper tray (refer to paragraph **Description**, page 1-7)

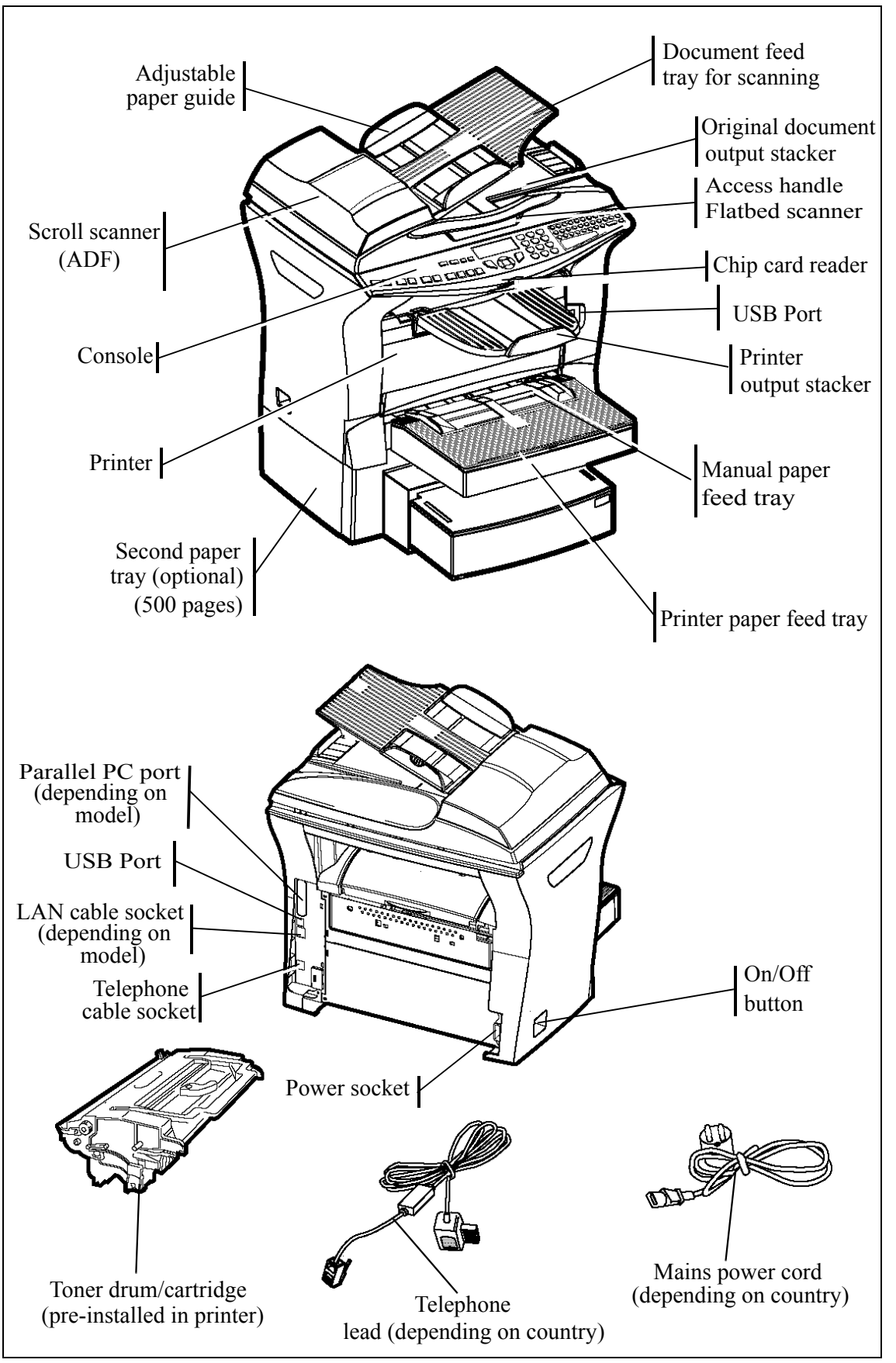
UNPACKING THE DUPLEX-UNIT (DEPENDING ON MODEL OR OPTION)

☞ Remove the plastic bags and check for the parts illustrated below.



☞ Installing the Duplex-unit (refer to paragraph **Installing the Duplex-unit (depending on model or option)**, page 1-15).

DESCRIPTION

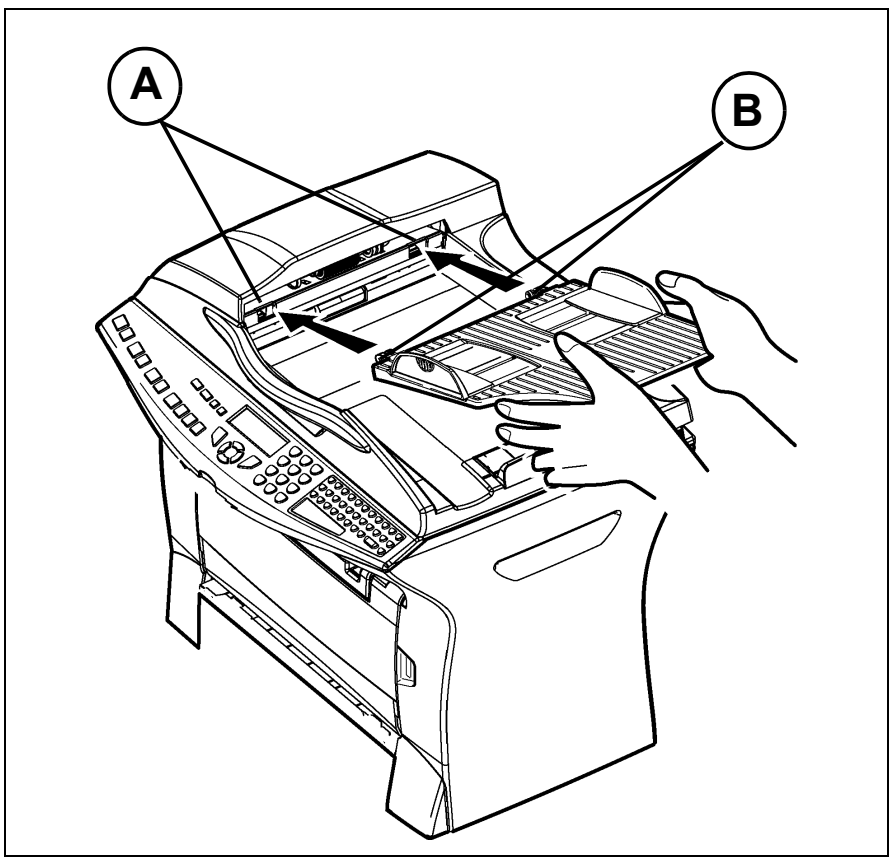


INSTALLING THE REMOVEABLE PARTS

This section details the installation of the terminal's removable parts.

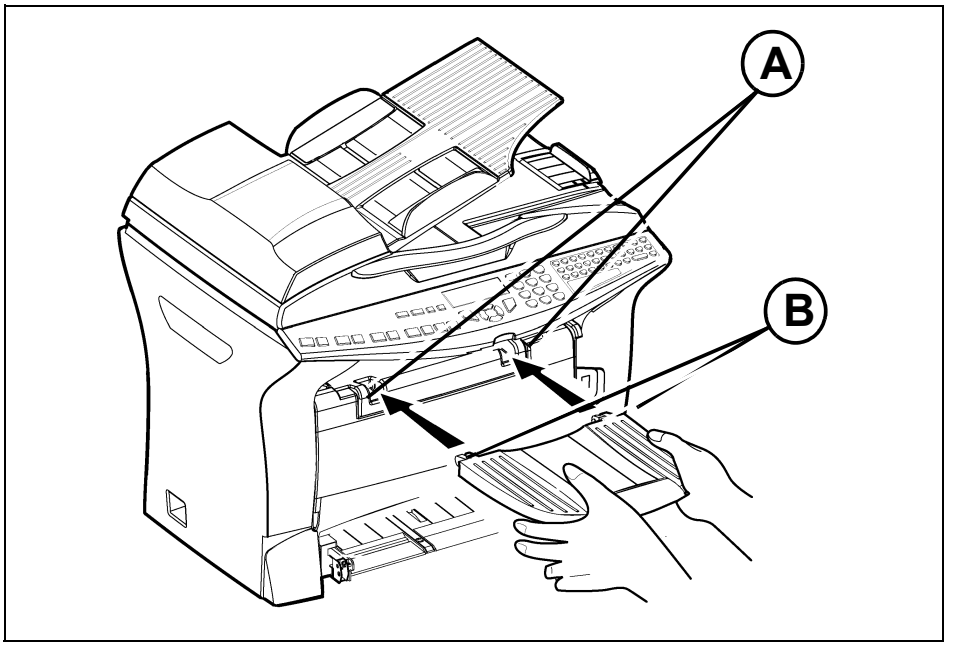
INSTALLING THE SCANNER PAPER TRAY

☞ Secure the document feeder by fitting the two clips (**B**) in the notches (**A**) provided for this purpose.



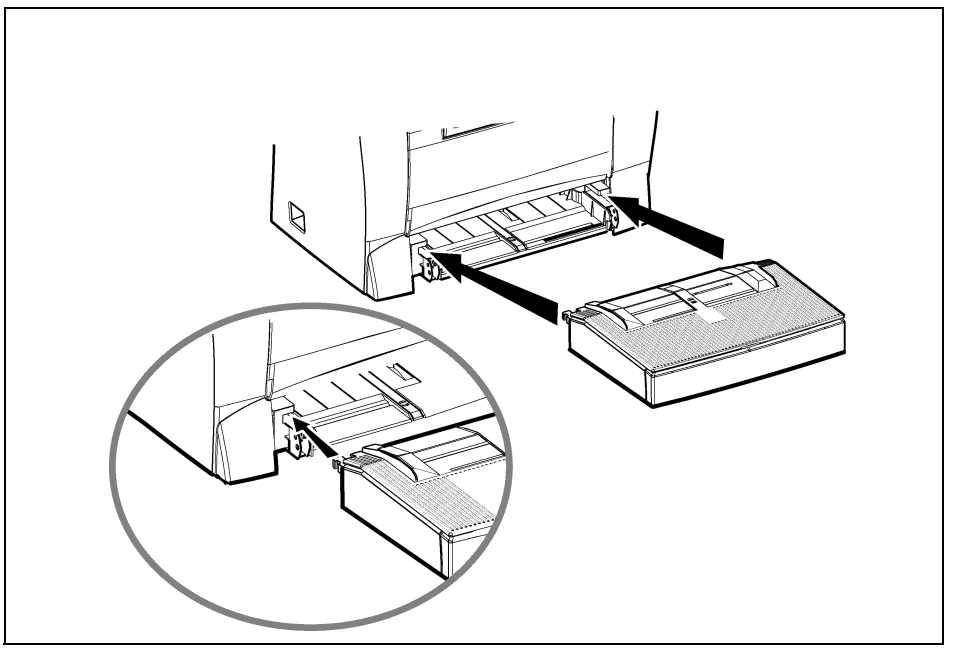
INSTALLING THE PRINTER OUTPUT STACKER

☞ Insert the two clips (**B**) of the stacker into the notches (**A**) provided for this purpose.



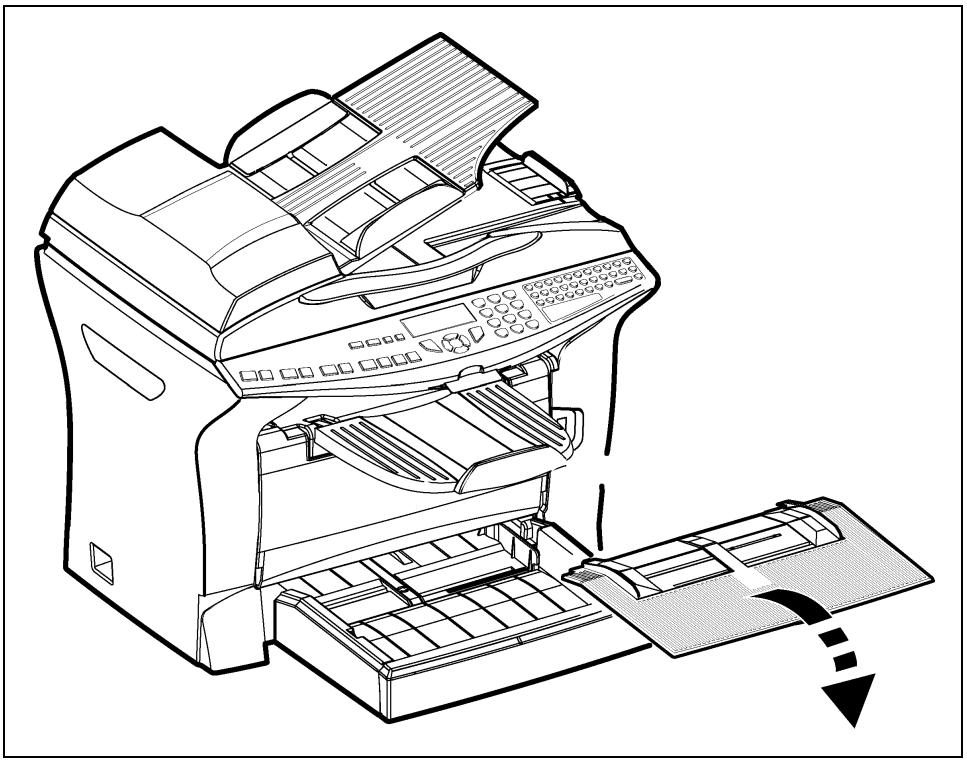
INSTALLING THE PRINTER PAPER TRAY

☞ Laying the tray with the left and right clips to the printer, slowly press the tray until it has dicked against the bottom of the notches (as shown in the drawing).

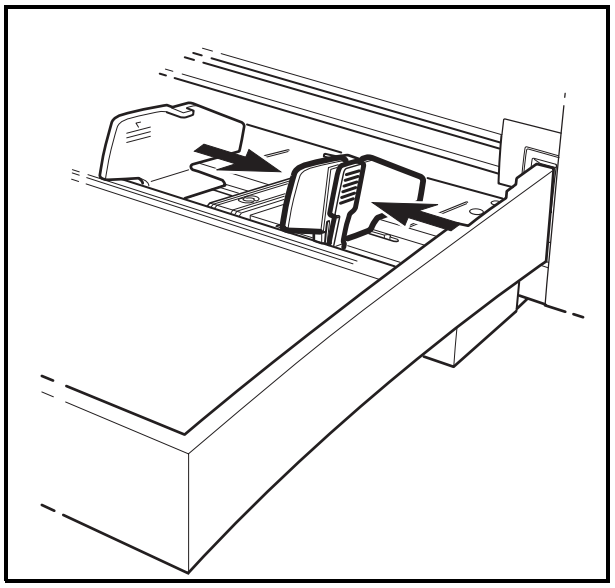


LOADING PAPER

☞ Remove the cover from the printer paper tray.



☞ Press the paper size guide inside the tray on the right, in order to push both paper size guides to the left or to the right.



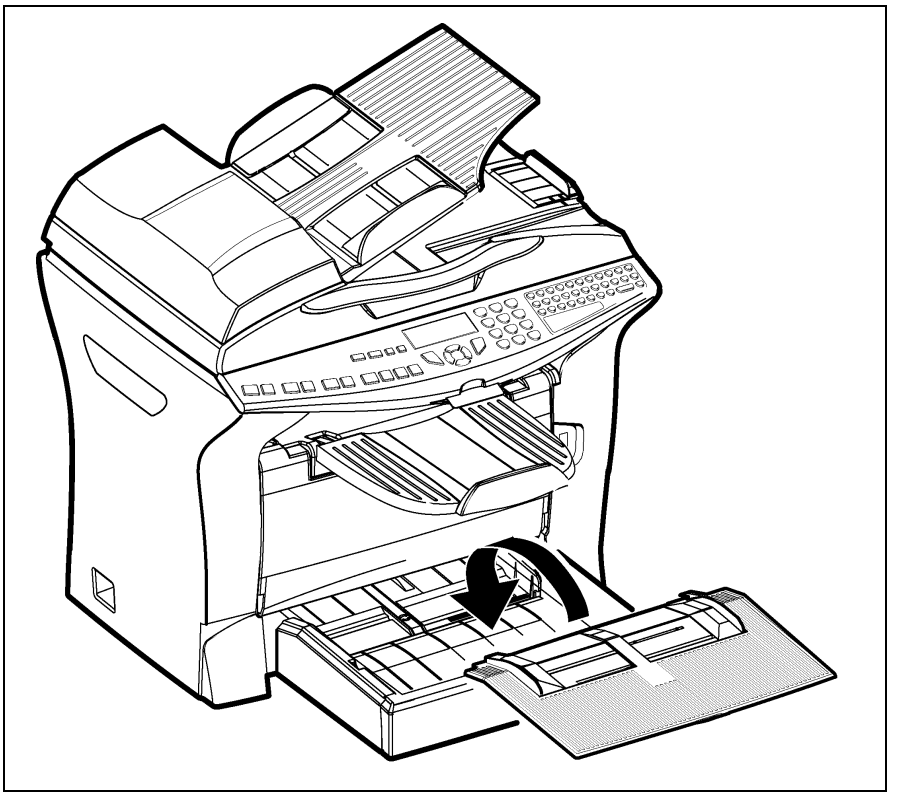
☞ Put a stack of paper into the tray (do not put in more than 250 pages). In case of letterhead paper, be sure to place the paper printed side up.

☞ Secure the stack of paper by pushing the paper size guides against the right and left edges of the stack.

Caution - Do not add paper to the tray whilst the terminal is printing

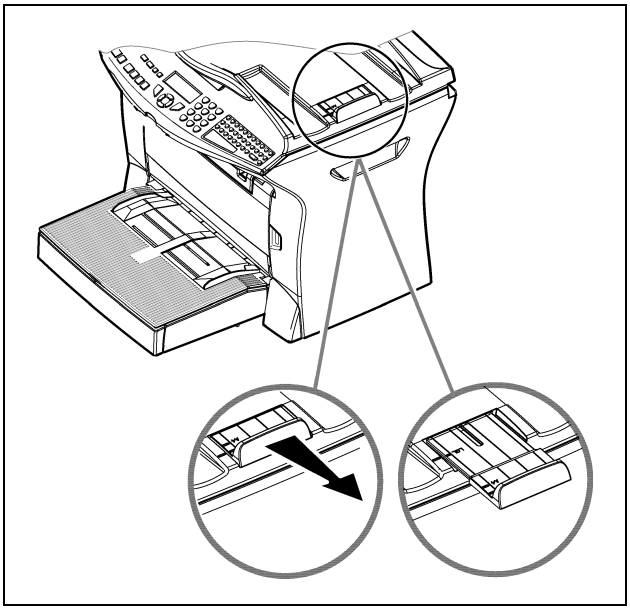
Paper useable in the printer :	
Printer paper tray	60 to 90 g/m^2
Manual feed	60 to 160 g/m^2

☞ Replace the printer paper tray cover.



ADJUSTING THE ORIGINAL DOCUMENT OUTPUT TRAY

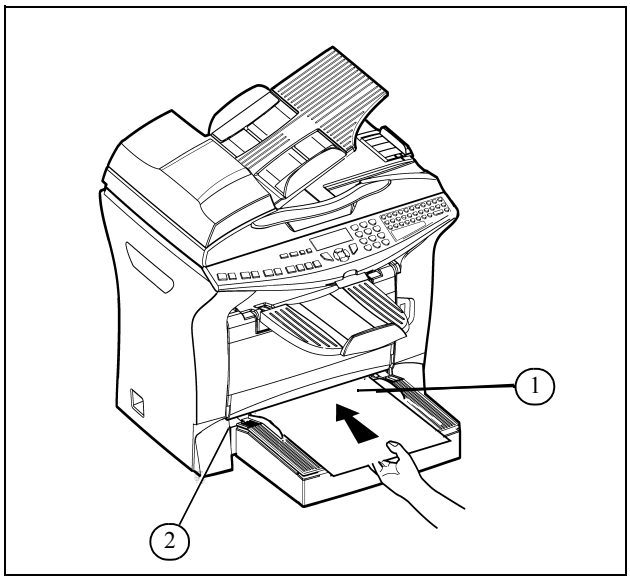
☞ Depending on the size of paper to scan, A4 or LGAL (LEGAL) adjust the supply stop.



LOADING PAPER IN MANUAL MODE

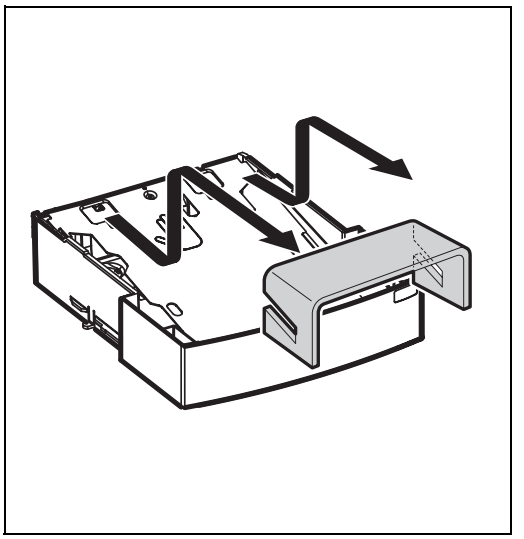
When printing on special paper, such as **60** to **160** g/m^2 maximum color paper or transparent file (laserprinter compatible), you should load the paper manually, up to 10 sheets maximum. Insert your sheet of paper or film between the two feed pawls 1 and 2 located on the paper tray cover until it stops in the printer.

☞ Adjust to the size of the paper or film using the paper size guide **1** or **2**.

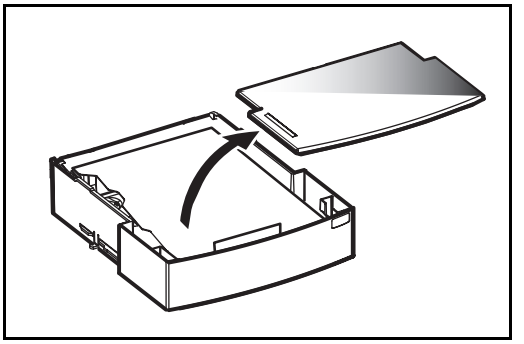


INSTALLING THE SECOND PAPER TRAY (DEPENDING ON MODEL OR OPTION)

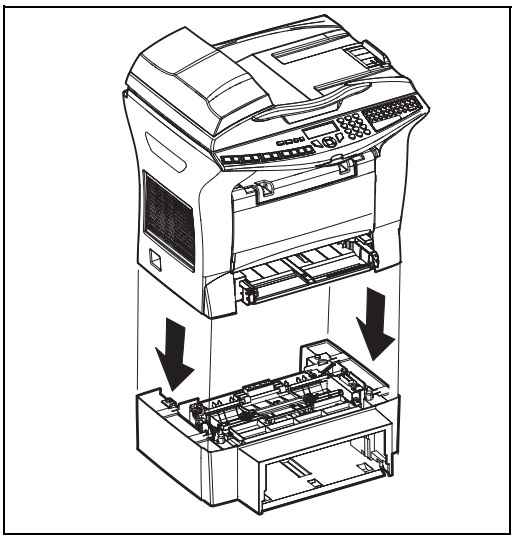
1. Remove the second paper cassette unit and tray 2 from their packaging, including the protective tape used to hold the various components in place.



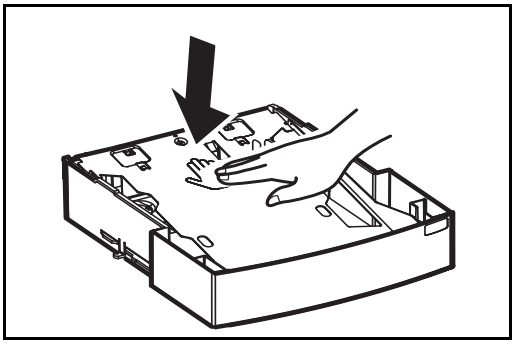
3. Remove the paper tray cover.



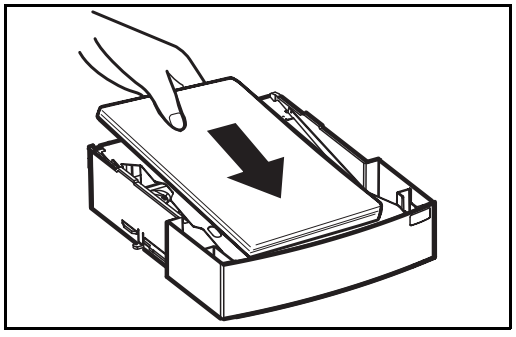
2. Position the printer above the additional paper tray unit. Align the coupling pins of the additional paper tray unit with the corresponding notches in the bottom of the printer.



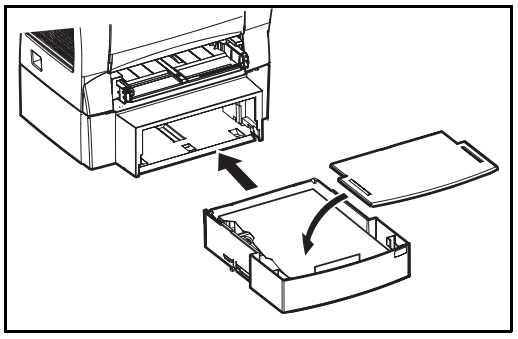
4. Press the support plate located on the paper tray until it locks into position.



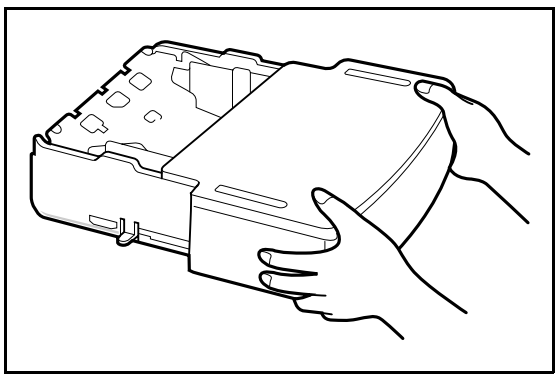
5. Put a stack of 500 paper sheets, maximum, into the paper tray, making sure to always position the paper so that the up-side, when the paper is packed, is always facing up.



6. Put the cover back onto the tray, and insert the paper tray into the additional paper unit.



Remark **:** always get hold of the paper tray with both hands when removing it or putting it back into the additional paper unit.

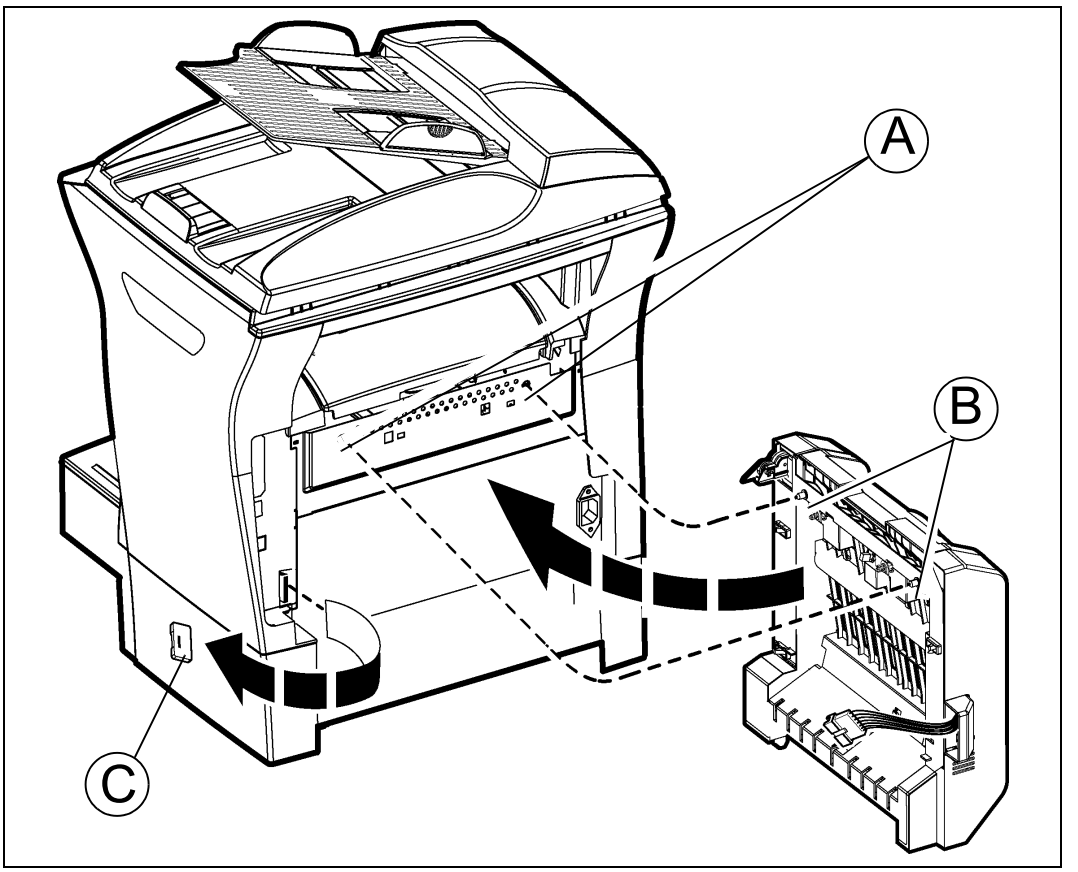


INSTALLING THE DUPLEX-UNIT (DEPENDING ON MODEL OR OPTION)

After installation and connection, the duplex-unit will enable you to print, receive faxes or to receive local photocopies in mode.

☞ Switch off your terminal and pull out the mains plug.

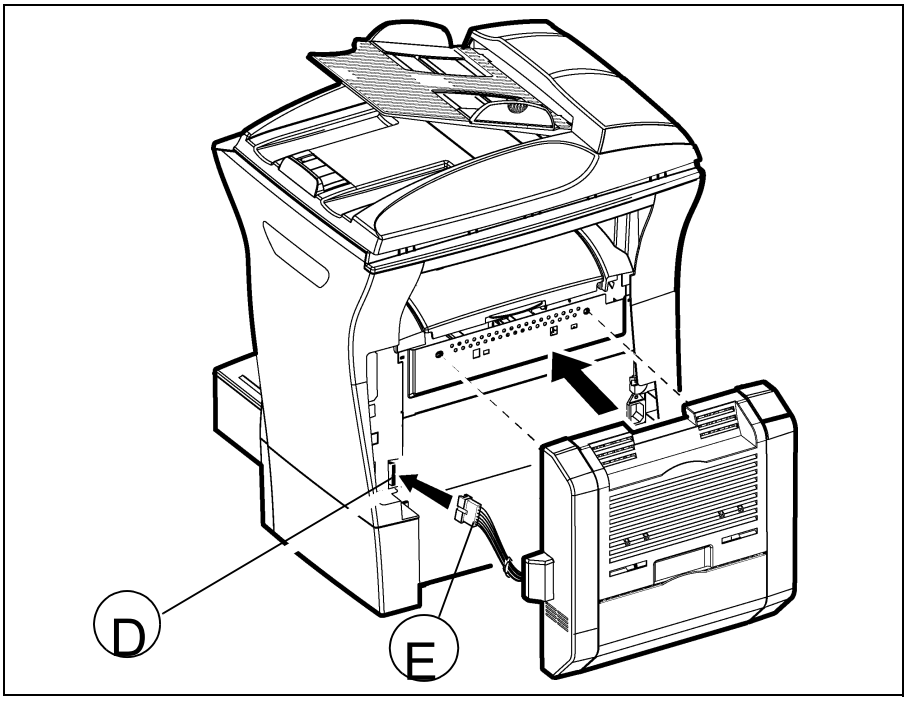
☞ Take the duplex unit out of its box and remove the protective film.

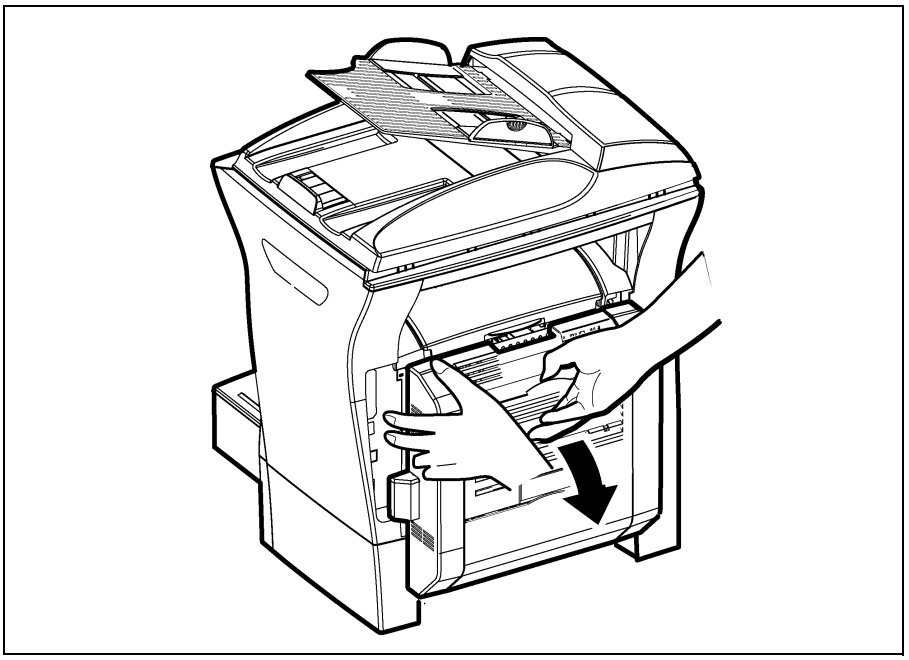


☞ Remove the connector cover (**C**) to obtain access to the connector.

☞ Clip the connector of the flat cable (**E**) of the duplex unit in the connector (**D**) located at the bottom left hand side of the terminal.

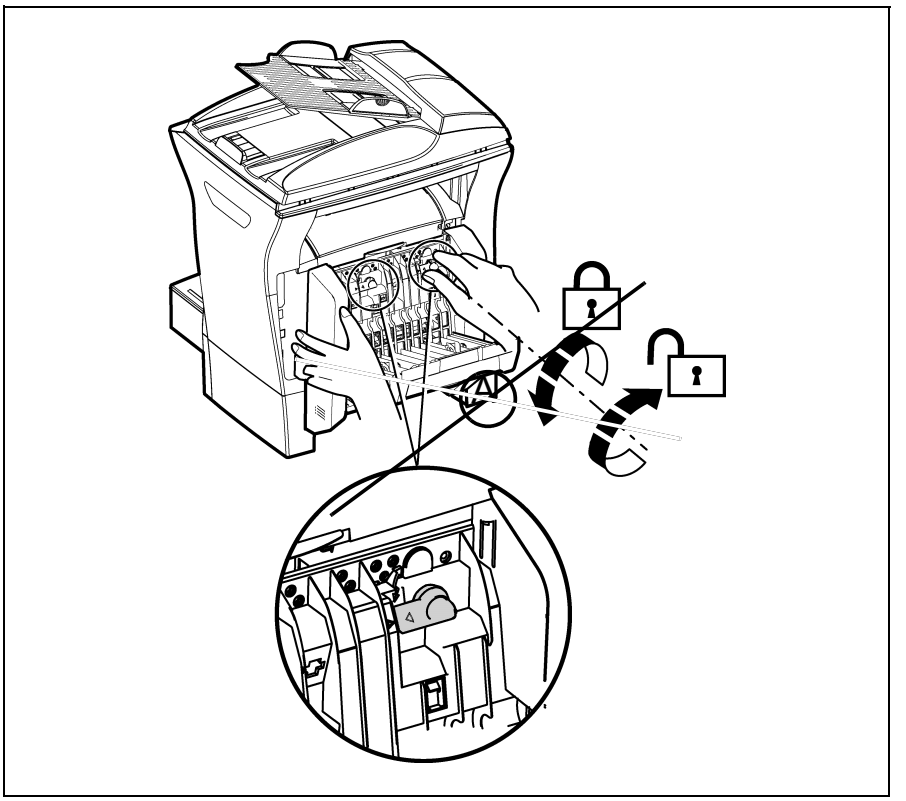
☞ Insert the two plastic clips (**B**) in the two slots (**A**) provided for this purpose.



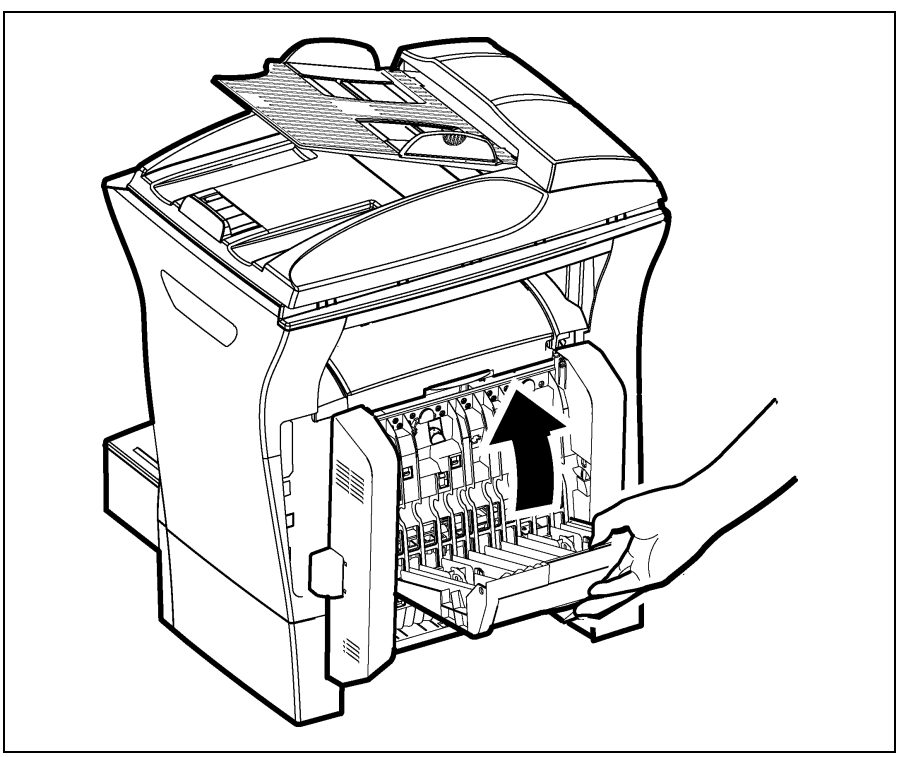


☞ Hold the module in its housing, tip the access door to the two blue-coloured locking clips backwards.

☞ Hold the duplex unit in position and press the two blue coloured clips firmly, one after the other, (**A**) while rotating them ¼ of a turn clockwise, to lock the duplex unit to the back of your terminal.

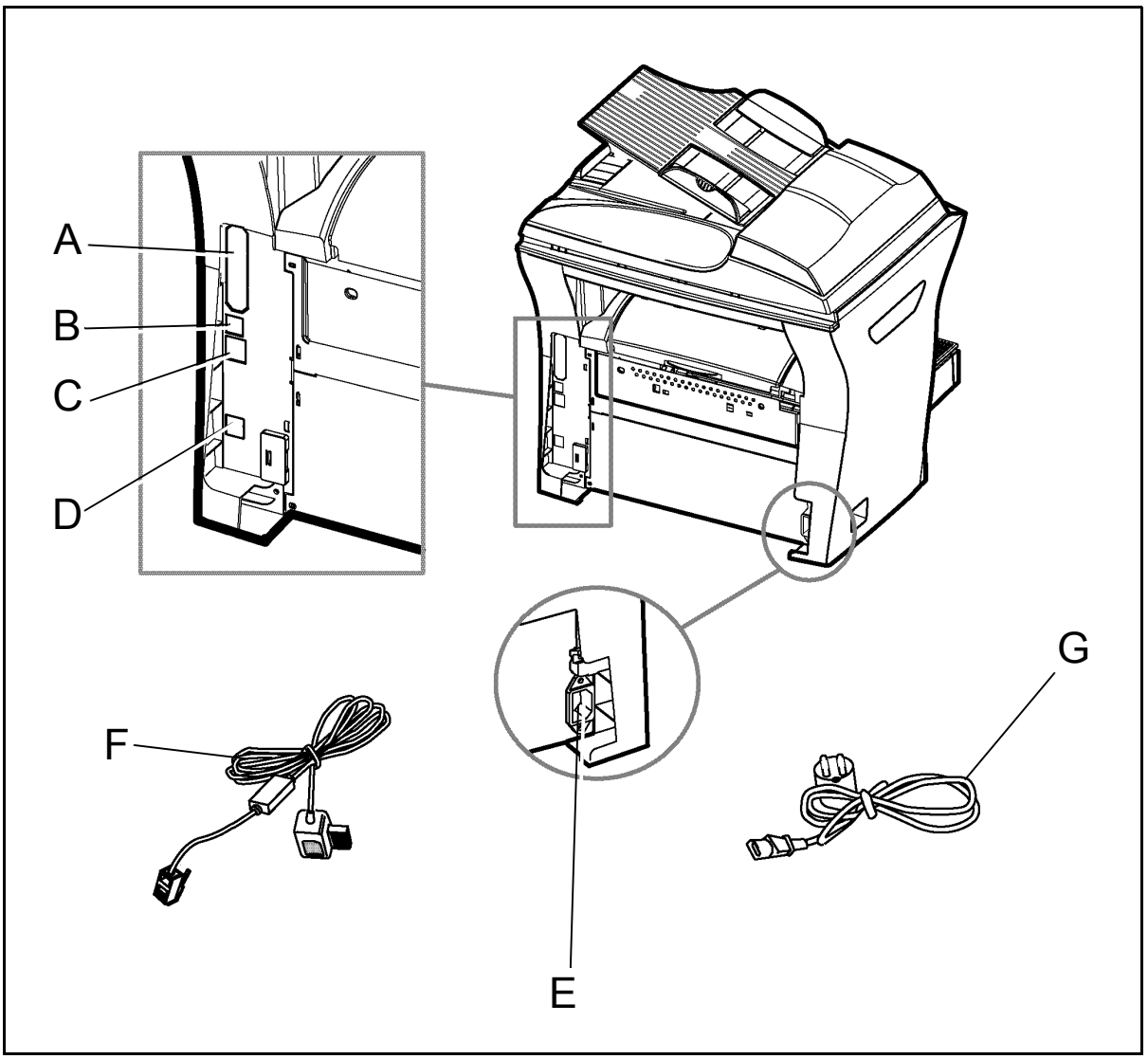


☞ Once the module is locked in position, close the door. The module is now ready to operate.



☞ Reconnect the mains plug and power the terminal using the mains switch located on the left hand side.

CONNECTIONS



☞ Make sure the On/Off switch is in position **O** (Off).

A : Parallel port (depending on model)

B : USB Port

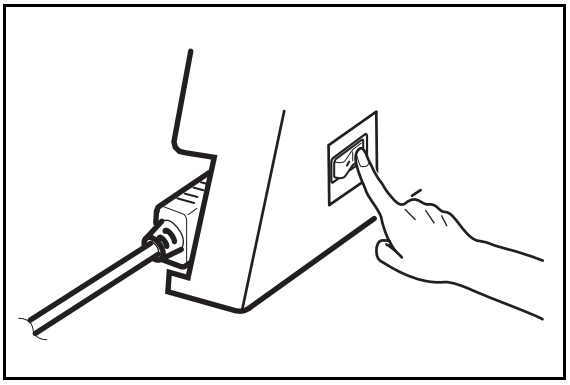
C : LAN socket (depending on model)

D : Telephone line socket

E : Mains plug

F : Mains line (model depending on country)

G : Mains power cord (model depending on country)



TELEPHONE AND LAN CONNECTION

☞ Plug the end of the telephone line (F) into the terminal socket (D) and the other end into the wall telephone socket.

☞ LAN connection (depending on model). Plug end of the LAN cord (as provided by your network administrator) into the socket (C) of your terminal and the other end into your local network port dedicated to your terminal.

POWER LINE CONNECTION AND SWITCH ON

Caution - Refer to safety procedures in the chapter on **Safety and Environment**.

☞ Plug the end of the mains power cord (G) into the socket (E) of the terminal and the other end in the wall outlet.

☞ Set the On/Off switch to position "**I**" (**On**).

After a few seconds, when the printer has warmed up, the date and time will appear. To adjust the language and time of your terminal, refer to paragraph **Setting your terminal**, page 3-1.

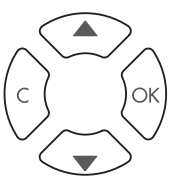
2 GETTING STARTED

NAVIGATION METHODS

PRESENTATION

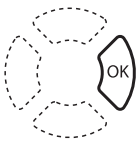
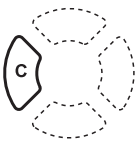
The navigator gives you access to the menus visible on screen.

The navigator

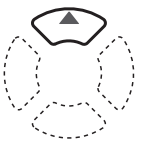
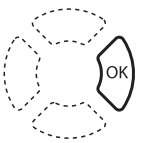
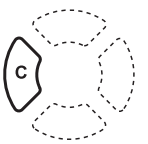


This navigator has 4 keys and allows you to move within the menus available on your terminal.

Moving within the menus

Function	Use key	Symbol used
Enter the main menu or select the next line in a menu.		▼
Select the previous line in a menu.		▲
Confirm entry and go to the following menu.		**OK**
Return to the previous menu.		**C**
Confirm and exit from the current menu.		◈
Exit without confirming from the current menu.		⊽

Moving within a data entry field

To	Use key	Symbol used
Move to the right.		▼
Move to the left.		▲
Confirm your entry.		**OK**
Delete a character by moving the cursor to the left.		**C**
Confirm your entry and return to the initial screen.		⏀

The display screen

The screen has two lines of 16 characters.

The cursor ▶ shows the line you selected.

```
1 ▶ DIRECTORY
2   SETUP
```

For menus with more than two choices, use the arrows ▲ or ▼ of the navigator to obtain the next (hidden) lines of the menu (3,4, etc.).

ACCESS TO FUNCTIONS

Access to functions may be achieved in two ways.

- **Menu-driven access.**
- **Direct function access.**

Menu-driven access

You can print the guide to find out the number of a function by pressing the key or by scrolling through the menus, as indicated below.

☞ Press the ▼ key, the functions menu appear.

```
1▶ DIRECTORY
2  SETUP
```

☞ Use the ▲ or ▼ navigator arrows to move the cursor ▶ in front of the required function.

```
4  SMS SERVICE
5▶ PRINT
```

☞ Validate your choice by pressing **OK**.

☞ When in the selected menu, use the ▲ or ▼ navigator arrows to move the cursor ▶ in front of the required sub-function.

```
51▶ FUNCTIONS LIST
52  LOGS
```

☞ Validate your choice by pressing **OK**.

Caution - The Duplex version cannot be used to print the guide. Therefore it can only be printed on one side.

Direct access by number

You may print the functions list to find out the number of a function.

From the stand-by mode:

☞ Press the ▼ key, enter the number of the required function and validate your choice by pressing **OK**.

GUIDE TO FUNCTION LIST

MAIN MENU 1: *DIRECTORY*

Functions		Function description	Page
11 OK	- NEW CONTACT	Enter a new contact in the directory	p. 4-2
12 OK	- NEW LIST	Enter a relay broadcast list	p. 4-4
13 OK	- MODIFY	Modify a record or a list	p. 4-5
14 OK	- CANCEL	Delete a record or a list	p. 4-6
15 OK	- PRINT	Print the directory	p. 4-6
16 OK	- SAVE/LOAD	Store the directory on a chip card	
161 OK	*SAVE*	Save the directory to a chip card	
162 OK	*LOAD*	Load the directory from a chip card	
17 OK	- IMPORTATION	Enable directory importation by e-mail[A]	p. 4-8
18 OK	- EXPORTATION	Export the directory by e-mail[A]	p. 4-8
19 OK	- LDAP SERVER	Access to a directory server	p. 4-9
191 OK	*ADDRESS*	IP address or server name	p. 4-9
192 OK	*IDENTIFIER*	Connection identifier	p. 4-9
193 OK	*PASSWORD*	Connection password	p. 4-9
194 OK	*DN BASE*	Search database	p. 4-9
195 OK	*PORT*	Connection port	p. 4-9

A.Inaccessible if Menu 91 SUPPLIER is on **WITHOUT ACCESS**

MAIN MENU 2: *SETUP*

Functions		Function description	Page
21 OK	- DATE/TIME	Enter the date and the time	p. 3-2
211 OK	*MODIFY*	Modifying the date and time	p. 3-2
212 OK	*AUTO ADJUST*	Automatic changeover between summer and winter time	p. 3-2
22 OK	- NUMBER / NAME	Enter your name and your number	p. 3-3
23 OK	- SEND	Transmission settings	
231 OK	*SEND REPORT*	Choose to print the communication report	p. 3-5
232 OK	*MEMORY SEND.*	Send from feeder or memory	p. 3-5
233 OK	*ECO PER.*	Set the economy period	p. 3-5
24 OK	- RECEPTION	Reception settings	
241 OK	*REC. PAPER*	Accept reception without paper	p. 3-7
242 OK	*NBR OF COPIES*	Number of copies of received documents	p. 3-7
243 OK	*PC RECEPT.*	Choice for PC reception	p. 3-8
244 OK	*DUPLEX*	Received fax printing in Recto /Verso mode	p. 3-8
245 OK	*REDUCTION*	Reduction of received fax	
2451 OK	*AUTOMATIC*	Automatic reduction of the received faxes	
2452 OK	*FIXED*	Reduction with a coefficient	
25 OK	- NETWORKS	Setting networks	p. 3-3
251 OK	*TEL. NETWORK*	Ajust tel. network settings	
2511 OK	*NETWORK TYPE*	Selection of network type	
252 OK	*PREFIX*	Activate the dialling prefix	p. 3-4
2521 OK	*SIZE NUMBER*	Minimum size number to be send with prefix	p. 3-4
2522 OK	*PREFIX SETTING*	Setting dialling prefix	p. 3-4

MAIN MENU 2: *SETUP*

Functions		Function description	Page
253 OK	*LOCAL NETWORK*	LAN prameters settings (depending of model)	
2531 OK	*CONFIGURATION*	Manual configuration	p. 3-12
2532 OK	*IP ADRESSE*	Fax IP address	p. 3-13
2533 OK	*SUBNET MASK.*	Subnet mask	p. 3-13
2534 OK	*GATEWAY*	Gateway #1 address	p. 3-13
2535 OK	*IEEE ADRESSE*	Fax IEEE address	p. 3-13
2536 OK	*NETBIOS 1*	NetBIOS name 1	p. 3-13
2537 OK	*NETBIOS 2*	NetBIOS name 2	p. 3-13
2538 OK	*WINS 1*	Address of the NetBIOS name server 1	p. 3-13
2539 OK	*WINS 2*	Address of the NetBIOS name server 2	p. 3-13
254 OK	*DOM LOGIN*	Domain login parameters for the Scan to Disk function	
2541 OK	*USER*	User name for login on the local network	p. 3-14
2542 OK	*PASSWORD*	Password for login on the local network	p. 3-14
2543 OK	*DOM. NAME*	Domain name of the local network	p. 3-14
255 OK	*SNTP SERVER*	SNTP server configuration	p. 3-13
2551 OK	*ADDRESS*	SNTP server address	p. 3-13
2552 OK	*PORT*	SNTP server port	p. 3-13
2553 OK	*STATE*	SNTP server state	p. 3-13
2554 OK	*TIME ZONE*	Time zone	p. 3-14
2555 OK	*SUMMER TIME*	Adjusting the summer time offset	p. 3-14
256 OK	*DE-REG. PC*	Deleting PC registrations	p. 3-14
29 OK	- TECHNICALS	Technicals parameters	p. 3-9
20 OK	- GEOGRAPHICAL	Geographical settings	p. 3-3
201 OK	*COUNTRY*	Choice of country and language	p. 3-3
202 OK	*NETWORK*	Choice of country	p. 3-3
203 OK	*LANGUAGE*	Choice of language	p. 3-4

MAIN MENU 3: *FAX*

Functions		Function description	Page
31 OK	- TRANSMISSION	Single- and multiple-address transmission	p. 5-5
32 OK	- ECO TRANS.	Send a document during the economy period	p. 3-5
33 OK	- POLLING RX	Polling request	p. 5-28
34 OK	- POLLING TX	Deposit a document	p. 5-28
35 OK	- MBX SENDING	Send to a mailbox	p. 5-42
36 OK	- MBX POLLING	Poll a mailbox	p. 5-43
37 OK	- BROADCAST	Broadcast transmission	p. 3-7
38 OK	- FAX ANSW.	Control of fax answering machine	p. 3-6
381 OK	*PRINT*	Print fax messages stored in the memory	p. 3-6
382 OK	*ACTIVATION*	Activating or deactivating the answering machin	p. 3-6
383 OK	*ANSWER CODE*	Saving an access code	p. 3-6
39 OK	- FAX FORWAD.	Fax forwading function	p. 5-6
391 OK	*REROUTING*	Rerouting of received messages	p. 5-6
3911 OK	*ACTIVATION*	Rerouting activation	p. 5-6
392 OK	*TX FORWARD.*	Tx forwarding function	p. 5-7
3921 OK	*ACTIVATION*	Tx forwarding activation	p. 5-7
393 OK	*COPY*	Printing activation of rerouting fax	p. 5-7

MAIN MENU 4: *SMS SERVICE*

Functions		Function description	Page
41 OK	- SEND SMS	Send SMS	p. 3-25
42 OK	- READ SMS	Read SMS received	p. 3-27
43 OK	- DELETE SMS	Delete SMS received	p. 3-26
431 OK	*SELECTION*	Select SMS to delete	p. 3-26
432 OK	*SMS READ*	Delete all SMS read	p. 3-26
433 OK	*ALL*	Delete all the SMS read in memory	p. 3-26
44 OK	- PRINT SMS	Printing SMS received	p. 3-27
441 OK	*SELECTION*	Select SMS message to print	p. 3-27
442 OK	*NEW*	Print new SMS messages	p. 3-27
443 OK	*ALL*	Print all SMS messages received	p. 3-27
45 OK	- PARAMETERS	SMS service / SMS parameters	p. 3-24
451 OK	*AUTO PRINT*	Automatically print SMS received	p. 3-24
452 OK	*SMS BEEP*	Beep on SMS reception mode	p. 3-25
453 OK	*SENDER NAME*	Choose to show/hide sender name	p. 3-25
454 OK	*TERM. ADDR*	Terminal address	p. 3-25
46 OK	- SERVER	SMS servers settings	p. 3-28
461 OK	*SMS CENTRE 1*	Number of main SMS centre	p. 3-28
4611 OK	*SEND NO*	Transmission number	p. 3-28
4612 OK	*RECEIVE NO*	Reception number	p. 3-28
462 OK	*SMS CENTRE 2*	Number of secondary SMS centre	p. 3-28
4621 OK	*RECEIVE NO*	Reception number	p. 3-28

MAIN MENU 5: *PRINT*

Functions		Function description	Page
51 OK	- FUNCTIONS LIST	Function list printing	p. 5-26
52 OK	- LOGS	Print TX and RX logs	p. 5-26
53 OK	- DIRECTORY	Print the directory	p. 4-6
54 OK	- SETUP	User parameters printing	p. 5-26
55 OK	- COMMANDS	Commands list printing (see **65 OK**)	
56 OK	- LISTE MBX	Mbx list printing (see **75 OK**)	
57 OK	- PCL FONTS	Internal PCL fonts printing	p. 5-27
58 OK	- SGSCRIPT FONTS	Internal SG Script fonts printing	p. 5-27
59 OK	- DEPART. CODES	Print a department code	p. 5-34

MAIN MENU 6: *COMMANDS*

Functions		Function description	Page
61 OK	- PERFORM	Perform a command	p. 5-12
62 OK	- MODIFY	Update of command	p. 5-12
63 OK	- CANCEL	Delete a command	p. 5-12
64 OK	- PRINT	Printing of a document in wait queue	p. 5-12
65 OK	- PRINT LIST	Printing of the command list	p. 5-12

MAIN MENU 7: *MAILBOXES*

Functions		Function description	Page
71 OK	- CREATE MBX	Creating and modification of a Mailbox	p. 5-41
72 OK	- DEPOSIT MBX	Storing a document in a Mailbox	p. 5-42
73 OK	- PRINT MBX	Print content of a Mailbox	p. 5-41
74 OK	- DELETE MBX	Delete an empty Mailbox	p. 5-42
75 OK	- PRT MBX LIST	Print list of Mailbox	p. 5-42

MAIN MENU 8: *ADVANCED FCT*

Functions		Function description	Page
80 OK	- CALIBRATION	Scanner calibration	p. 6-15
81 OK	- LOCK	Activate an access limitation lock	p. 5-29
811 OK	*LOCKING CODE*	Locking code	p. 5-29
812 OK	*LOCK KEYBD.*	Activate keyboard lock	p. 5-29
813 OK	*LOCK NUMBER*	Activate dialling lock	p. 5-30
814 OK	*LOCK PARAMETERS*	Activate Internet settings lock	p. 5-30
815 OK	*LOCK SMS*	Activate SMS lock	p. 5-30
816 OK	*LOCK MEDIA*	Activate media lock	p. 5-30
82 OK	- COUNTERS	See the activity counters	p. 5-27
821 OK	*SENT PAGES*	Printed pages counter	p. 5-27
822 OK	*RECEIVED PG*	Local copies counter	p. 5-27
823 OK	*SCANNED PAGE*	Sent pages counter	p. 5-27
824 OK	*DUPLEX SCAN*	Received pages counter	p. 5-27
825 OK	*PRINTED PG*	Printed pages counter	p. 5-27
826 OK	*PRINTED SHT*	Printed sheets counter	p. 5-27
84 OK	- COPY	CIS scanner settings	p. 5-15
841 OK	*RESOLUTION*	Resolution type choice	p. 5-15
842 OK	*ZOOMING*	Zoom setting	p. 5-16
843 OK	*ASSEMBLED*	Assembled or not copy choice	p. 5-16
844 OK	*ORIGIN*	Origin setting	p. 5-16
845 OK	*CONTRAST*	Contrast setting	p. 5-16
846 OK	*LUMINOSITY*	Luminosity setting	p. 5-17
847 OK	*BINDING*	Binding type choice	p. 5-17
85 OK	- SCAN. & PRINT	Setting	p. 5-17
851 OK	*PAPER*	Type of paper choice	p. 5-17
852 OK	*PAPER TRAY*	Paper tray choice	p. 5-17
853 OK	*PAPER SAVE*	Paper save activation mode	p. 5-17
854 OK	*S.F MARGINS*	Set margins	p. 5-17
855 OK	*FLATBED MARG*	Sheet-feed scanner margins setting	p. 5-18
856 OK	*PRINTER MARG*	Printer margins setting	p. 5-18
857 OK	*TOP PRINT*	Printer margins setting	p. 5-18
859 OK	*PAPER FORMAT*	Select paper tray	p. 5-18
8591 OK	*UPPER*	Select paper tray printer	p. 5-18
8592 OK	*LOWER*	Select paper tray additional	p. 5-18
8593 OK	*SCANNER*	Determine format with scanner A4 or Letter	p. 5-18
86 OK	- CONSUMABLES	Consumables status	p. 6-2
88 OK	- DEPT. CODE	Department code	p. 5-32
881 OK	*ACTIVATION*	Activating/Deactivating the department code	p. 5-32

MAIN MENU 8: *ADVANCED FCT*

Functions		Function description	Page
882 OK	*NEW DEPT.*	Setting the department codes	p. 5-32
8821 OK	*DEPT. CODE*	Setting the department codes	p. 5-32
8822 OK	*DEPT. NAME*	Setting the department name	p. 5-33
883 OK	*DELETE*	Deleting a department code	p. 5-33
884 OK	*PRINT*	Printing a department code	p. 5-33

MAIN MENU 9: *INTERNET*

Functions		Function description	Page
91 OK	- SUPPLIER	Access to connection and message service parameters	p. 3-16
92 OK	- INIT. PROVIDER	Initialisationof your Provider[A]	p. 3-16
921 OK	*CONNECTION*	ISP parameters	p. 3-16
9211 OK	*CALL NUMB.*	ISP call numberl	
9212 OK	*IDENTIFIER*	ISP identifier	
9213 OK	*PASSWORD*	ISP password	
922 OK	*MESS. SERV*	Message service parameters	p. 3-16
9221 OK	*IDENTIFIER*	Message service identifier	p. 3-16
9222 OK	*PASSWORD*	Message service password	p. 3-16
9233 OK	*E-MAIL ADR*	Message service e-mail address	p. 3-16
923 OK	*SERVERS*	SMTP, POP3 and DNS parameters	p. 3-16
9231 OK	*SMTP*	SMTP server	
9232 OK	*POP3*	POP3 server	
9233 OK	*DNS 1*	Primary DNS	
9234 OK	*DNS 2*	Primary DNS	
924 OK	*SMTPAUTHENT.*	SMTP authentification access parameters	p. 3-19
9241 OK	*ACTIVATION*	SMTP authentification activation	
93 OK	- IMMED ACCES	Immediate access to ISP[A]	p. 3-21
94 OK	- SETTINGS	Internet settins[A]	
941 OK	*CONNEC. TYPE*	Select connection type	p. 3-18
942 OK	*SEND TYPE*	Select transmission type	p. 3-19
943 OK	*PERIOD*	Select the period of connection	p. 3-19
944 OK	*DEPOSIT NOTI*	Select to print a deposit notice	p. 3-19
945 OK	*PRINT*	Print Internet settings	p. 3-19
95 OK	- E-MAIL	Send an E-Mail[A]	p. 5-8
96 OK	- TRI MAILS	Select the reception type[A]	p. 3-20
97 OK	- MAINTENANCE		
971 OK	*CONNECTION*	Select connection type[B]	
972 OK	*CALL NUMB.*	Supplier's dial-up number[B]	
973 OK	*IDENTIFIER*	Supplier's identifer[B]	
974 OK	*PASSWORD*	Supplier's password[B]	

A.These menus will appear only with valid ISPN setting

B.Maintenance menus (Access limited according to service and country)

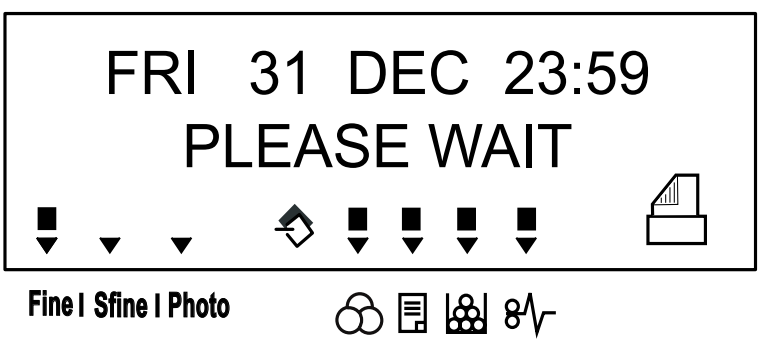
MAIN MENU 10 : *MEDIA*

Functions		Function description	Page
02 OK	- PRINT DOCUMENT	Printing documents	p. 5-37
021 OK	*LIST*	Printing the document list	p. 5-37
022 OK	*FILE*	Printing files	p. 5-38
0221 OK	*ALL*	Printing all printable files	p. 5-38
0222 OK	*SERIES*	Printing a series of files	p. 5-38
0223 OK	*SELECTION*	Printing a selection of files	p. 5-38
04 OK	- SCAN TO	Transferring media content to memory	p. 5-39
07 OK	- DELETE	Erasing media	p. 5-38
071 OK	*MANUAL*	Erasing selected files	p. 5-38
072 OK	*AUTOMATIC*	Erasing files automatically	p. 5-38
0721 OK	*ALL*	Printing all printable files	p. 5-38
0722 OK	*SERIES*	Printing a series of files	p. 5-38
0723 OK	*SELECTION*	Printing a selection of files	p. 5-38
08 OK	- MEDIA ANALYSIS	Analysing the memory card or USB key	p. 5-39

3 SETTING YOUR TERMINAL

MAIN SETTINGS

At terminal powerup, the screen displays:



You have to set the date and time, telephone network, language parameter and verify the other parameters listed below.

BEFORE TRANSMISSION

Date/Time

At any moment you may change the date and time on your fax machine.

To change the date and time:

▼ 21 OK - SETUP / DATE/TIME

☞ Enter the numbers of the required time and date one after another,
(for example **November 8 2006** at **9h33**, press 0 8 1 1 0 6 0 9 3 3) and press **OK** to confirm.

Summer time / winter time setting

A menu is available from which you can chose to change to summer / winter time automatically or not.
The **21>DATE/TIME** menu includes 2 submenus:

Manual mode

▼ 211 OK - SETUP / DATE/TIME / MODIFY

Your fax machine will prompt you to change the date and time via the numeric pad.

Automatic mode

▼ 212 OK - SETUP / DATE/TIME / AUTO ADJUST

If you select **NO** and confirm with **OK**, the summer / winter time will not be changed automatically and a setting in the **211 MODIFY** menu will be required from you for the terminal to be set to the new time.

If you select **YES** and confirm with **OK**, you will not have to care about any change at the end of March and October. You will just be informed of this change by a message on the screen.

The default for this parameter is **NO**.

Warning message

On automatic changing to summer / winter time, a message will be displayed to inform you that the fax time has been changed.

FRI 25 MAR 02:01
CHECK TIME

or

SUN 30 OCT 02:01
CHECK TIME

You next action on the fax keypad will cause this message to be automatically erased.

Your fax number/your name

Your fax will print out your fax number on each document it transmits if you save this number and if the terminal is set to **SENDING HEADER** (refer to paragraph **Technical parameters**, page 3-9).

To save your fax number and your name:

▼ 22 OK - SETUP / NUMBER / NAME

☞ Enter your fax number (20 digits max.) and press **OK** to confirm.

☞ Enter your name (20 characters max) then press **OK** to confirm.

Type of network

You may connect your fax to either a PSTN or private network such as private automatic branch exchange (PABX). You must select the network which is the most convenient.

To select the type of network:

▼ 2511 OK - SETUP / NETWORKS / TEL. NETWORK / NETWORK TYPE

☞ Select option **PABX** or **PSTN** then confirm your choice with **OK**.

Geographical settings

These settings will enable you to use your terminal in different preset countries using different languages.

Country

By choosing a country, you initialise:

- the settings for the public telephone network,
- the language by default.

To select the country:

▼ 201 OK - SETUP / GEOGRAPHICAL / COUNTRY

☞ Select the required option and press the **OK** key to confirm.

Network

This setting enables you to individually set the type of public telephone network so that your terminal can communicate over the public network of the country you have chosen in compliance with the applicable standards.

Remark **:** these settings are different from the **NETWORK TYPE** (p. 3-3), which allows you to choose between public and private network.

To select the network:

▼ 202 OK - SETUP / GEOGRAPHICAL / NETWORK

☞ Select the required option and press the **OK** key to confirm.

Language

This setting enables you to choose a language other than that imposed by the COUNTRY setting.

To select the language:

▼ 203 OK - SETUP / GEOGRAPHICAL / LANGUAGE

☞ Select the required option and press the **OK** key to confirm.

Local prefix

This function is used when your fax is installed with a private network, behind a company's PABX. It allows you to program an additional automatic **local prefix** (to be defined), enabling you to automatically exit the company's telephone network system, but only under certain conditions:

- the company's internal numbers, where a prefix is not required, must be short numbers less than the **minimal size** (to be defined, for example France has 10 digits),
- the outside numbers requiring a prefix, must be long numbers greater or equal to the **minimal size** (to be defined, for example France has 10 digits).

Programming your fax with the local prefix consists of two steps:

- defining the **minimal size** (or equal) of the company's outside numbers,
- defining the outgoing **local prefix** of the company's telephone network. This prefix will automatically be added as soon as an external number is dialled.

Caution - **If you define a local prefix, do not add it to the numbers stored in the directory, it will be automatically dialled with each number.**

Prefix

▼ 252 OK - SETUP / NETWORKS / PREFIX

Defining the minimal size

▼ 2521 OK - SETUP / NETWORKS / PREFIX / SIZE NUMBER

☞ You can change the default value for the minimal size of the company's outside numbers and validate with **OK**. The minimal size will range between 1 and 30.

Defining the local prefix

▼ 2522 OK - SETUP / NETWORKS / PREFIX / PREFIX SETTING

☞ Enter the outgoing local prefix of the company's telephone network (maximum 5 characters) and validate with **OK**.

Transmission report

You may print a **transmission report** for all communications over the telephone network (STN).

You may choose between more than one criteria for printing reports:

- **WITH**: a report is given when the transmission was properly performed or when it is completely abandoned (but there is only one report per request),
- **WITHOUT**: no transmission report, however, your fax will note all transmissions that took place in its log (refer to paragraph **Logs**, page 5-26),
- **ALWAYS**: a report is printed with each transmission,
- **ON ERROR**: a report is printed only if the transmission failed or is abandoned.

With each transmission report from memory, a reduced version of the first page is automatically reproduced.

To select the report type:

▼ 231 OK - SETUP / SEND / SEND REPORT

☞ Select the required option **WITH**, **WITHOUT**, **ALWAYS** or **ON ERROR** and confirm your choice with **OK**.

Document feed type

You may choose the way you want to feed your documents:

- from **memory**, transmission will take place only after memory storage of the document and dialling. It allows you to get your originals back quickly to free up the terminal.
- from the **feeder of the sheet-feed scanner (**refer to paragraph **Document depositing**, page 5-1**),** transmission will occur after dialling. It allows transmission of larger documents.

To select the way you want to feed your documents:

▼ 232 OK - SETUP / SEND / MEMORY SEND.

☞ Select the option **MEMORY** or **FEEDER** and validate your choice with **OK**.

Remark : in feeder mode, the reduced image will not appear on the transmission report.

Economy period

This function allows you to defer a fax transmission to "off-peak hours" and thus reduce the cost of your communications.

The **economy period**, via the telephone network (at off-peak hours), is preset by default from 7.00 pm to 7.30 am. Nevertheless you may **change this time slot**.

Modifying the economy period:

▼ 233 OK - SETUP / SEND / ECO PER.

☞ Enter the hours of the new economy period and confirm your selection with the key **OK**.

Using the economy period:

▼ 32 OK - FAX / ECO TRANS.

Enter the call number and confirm with **OK**.

BEFORE RECEPTION

Fax answering machine

The Fax answering machine allows you to keep confidential documents in storage and to avoid printing them as you receive them.

The "Fax Messages" indicator light lets you know the state of your Fax answering machine:

- Light on: the answering machine is on.
- Blinking: your fax has documents in storage or is in the process of receiving faxes.
- Light off: memory full, the terminal cannot receive any more documents.
- You can assure document confidentiality by using the 4 digit **access code**. Once saved, you will require this access code for:
- **printing** fax messages in memory,
- **activate or deactivate** the fax answering machine.

Saving an access code

▼ 383 OK - FAX / FAX ANSW. / ANSWER CODE

☞ Enter the code (4 digits) and confirm with **OK**.

Activating or deactivating the answering machine

▼ 382 OK - FAX / FAX ANSW. / ACTIVATION

☞ If you saved an access code for your fax answering machine, enter it and validate with **OK**.

☞ Select the required option **WITH** or **WITHOUT** answering machine and confirm you choice with **OK**.

Print fax messages stored in the memory

▼ 381 OK - FAX / FAX ANSW. / PRINT

☞ If you have defined an access code for your fax answering machine, enter it and press **OK**.

Documents received and stored in the memory are printed.

Reception without paper

Your fax offers you the possibility to either accept or refuse document reception if your printer is unavailable (no paper...).

If your fax printer is unavailable, you may choose between two modes of reception:

- reception mode **WITHOUT PAPER**, your fax saves the incoming messages in the memory,
- reception mode **WITH PAPER**, your fax refuses all incoming subscribers.

To select the reception mode:

▼ 241 OK - SETUP / RECEPTION / REC. PAPER

☞ Select the option **WITH PAPER** or **WITHOUT PAPER** and confirm your choice with **OK**.

Remark : Paper out is indicated by a beep and a message on the screen.
Received faxes are then stored in memory (icon "**FAX MESSAGES**" flashing) to be printed as soon as you add paper into the feeder.

Number of copies

You may print incoming documents more than once (1 to 99).

To set the number of each document received:

▼ 242 OK - SETUP / RECEPTION / NBR OF COPIES

☞ Enter the wanted number of copies and confirm with **OK**.

At each document reception, your fax will print the number of copies requested.

Relay broadcast

Your fax machine (initiator) can relay a document, in other words, transmit a document to your subscribers via a remote fax and with a precise relay list.

To do this the initiator fax and the remote fax must both have the relay function.

To relay you need to supply the remote fax with the document and the relay list number. The remote fax will then transmit this document to all subscribers on the list.

Once the relay is activated by your fax and as soon as the document is received by the remote fax, the document is printed before relaying to all subcribers on the list.

To activate relay from your fax machine:

☞ Insert the document to relay (refer to paragraph **Document depositing**, page 5-1).

☞ Select **▼ 37 OK- FAX / BROADCAST**.

☞ Enter the remote fax number where you will relay to or choose your dialling mode (refer to paragraph **Dialling**, page 5-3) and press **OK**.

☞ Enter the relay list number used by the remote fax and press **OK**.

☞ You may enter the time you wish to transmit the document next to the current time and press **OK**.

☞ If you wish to modify the document feed type, select one of the options **FEEDER** or **MEMORY** , then press **OK**.

☞ If you wish, you may enter the number of pages of your documents before transmitting.

☞ Activate relay by pressing key ◇.

The document in the feeder will be relayed either immediately or at a later time (according to your choice) to the remote fax which will relay the document.

Fax or PC reception (depending on model)

▼243 OK - SETUP / RECEPTION / PC RECEPT.

This menu, combined with a software program installed on your PC (supplied or on option depending on model) will enable you to select the machine you wish to receive the documents on:

- fax.
- PC.
- PC if available, fax otherwise.

For more details, please refer to the instruction manual provided with the software kit.

Duplex printing (depending on model)

This function is only available if you have previously installed the duplex module and the additional paper tray at the back of your terminal.

After installing the Duplex module at the back of your multi-function terminal, you can print faxes received in two ways:

- **SINGLE SIDED**
- **DOUBLE SIDED**

All faxes received are printed according to the mode selected from the menu, no matter how the duplex key is set.

To select the fax print mode :

▼244 OK - SETUP / RECEPTION / DUPLEX

☞ Select the required option **SINGLE SIDED** or **DOUBLE SIDED** and validate your choice with the **OK** key.

☞

Adjust to page

This option allows you to print out documents automatically adjusting them to the page format.

To turn adjust to page mode on:

▼245 OK - SETUP / RECEPTION / REDUCTION

☞ Select the **WITH** option and confirm your choice using the **OK** key.

TECHNICAL PARAMETERS

As delivered your fax is preset by default. However, you may adjust it to meet your requirements by resetting the technical parameters.

To set the technical parameters:

▼ 29 OK - SETUP / TECHNICALS

☞ Select the desired parameter and confirm with **OK**.

☞ With the keys ▲ or ▼, modify the parameter settings by following the table below and press **OK**.

Parameter	Setting	Signification
1 - SCANNING MODE	**1 - NORMAL** **2 - FINE** **3 - SFINE** **4 - PHOTO**	Default value of the scan mode resolution for the documents to be transmitted.
2 - TX HEADER	**1 - WITH** **2 - WITHOUT**	If this parameter is on, your header will appear on all documents sent to your subscribers with your name, number, date and number of pages. ***Warning:*** If you send a fax from the document loader, the transmission header will not appear on the document your correspondent receives.
3 - TX SPEED	**1 - 33600** **2 - 14400** **3 - 12000** **4 - 9600** **5 - 7200** **6 - 4800** **7 - 2400**	Transmission speed for outgoing documents. For a quality telephone line (compatible, no echo), communications occur at maximum speed. However, it may be necessary to restrict the transmission speed for some calls.
4 - ECHO PROTECT	**1 - WITH** **2 - WITHOUT**	If this parameter is on, the on-line echo will be reduced during long distance calls.
6 - EPT MODE	**1 - WITH** **2 - WITHOUT**	For some long distance calls (satellite), the on-line echo may disturb the call.
7 - COM. DISPLAY	**1 - SPEED** **2 - PAGE NUMBER**	Choice between transmission speed displayed or number of the page in progress.
8 - ECO ENERGY	**1 - WITHOUT** **2 - DELAY 5 MIN** **3 - DELAY 15 MIN** **4 - DELAY 30 MIN** **5 - STDBY PERIOD**	Choosing the printer standby delay: the printer will switch to standby after a delay (in minutes) of NON-operation or during the period of time of your choice.

Parameter	Setting	Signification
10 - RX HEADER	**1 - WITH** **2 - WITHOUT**	If this parameter is on, all documents received by your fax will include the subscriber's header with his name, number (if available) fax print date and the page number.
11 - RX SPEED	**1 - 33600** **2 - 14400** **3 - 9600** **4 - 4800** **5 - 2400**	Transmission speed for incoming documents. For a quality telephone line (compatible, no echo), communications occur at maximum speed. However, it may be necessary to restrict the transmission speed for some calls.
12 - RINGS	**2 TO 5**	Number of rings to automatically start your terminal.
20 - E.C.M. **(CORRECT THE CALL)**	**1 - WITH** **2 - WITHOUT**	This parameter helps correct the calls made on disturbed telephone lines. It is used when the lines are weak or too noisy. Transmission times may be longer.
72 - MODEM SPEED	**1 - 56000** **2 - 33600** **3 - 14400** **4 - 12000** **5 - 9600** **6 - 7200** **7 - 4800** **8 - 2400** **9 - 1200** **0 - 600**	Choice of maximum Internet transmission speed. For a quality telephone line (compatible, no echo), communications occur at the maximum speed. However, it may be necessary to restrict the transmission speed for some Internet calls (bad line or bad ISP settings).
73 - IMPROVE REP @	**1 - WITH** **2 - WITHOUT**	This parameter lets you automatically register the Internet address of your subscribers fax during a call (if available).
74 - ERASE MAILBOX	**1 - WITH** **2 - WITHOUT**	When the fax machine receives an e-mail with an attachment and cannot open it, it erases the message from the ISP MBX, prints and transmits with a notice of uncomprehension to the message sender. At E-mail reception, the fax does not destroy the MBX message, it prints a **notice of uncomprehension** asking you to recuperate this message with your computer equipment. This parameter is useful only if you have PC equipment. The memory capacity is limited, you need to empty your MBX or else new messages may not be received.
75 - TEXT ATTACHM.	**1 - WITH** **2 - WITHOUT**	Editing YES / NO and printing the received Internet documents.
76 - ATTACHMENT FORMAT	**1 - IMAGE** **2 - PDF**	Default format of document sent on the Internet : PDF : monochrome or colour IMAGE : monochrome (TIFF) or colour (JPEG)

Parameter	Setting	Signification
77 - LAN SPEED	**AUTO** **100 FULL** **100 HALF** **10 FULL** **10 HALF**	To define the communication speed of the peripheral units in relation to the implemented Local Area Network (LAN).
80 - TONER SAVE	**1 - WITH** **2 - WHITHOUT**	Makes printing lighter to save toner cartridge ink
90 - RAW PORT	**9100**	RAW network print port connection
91 - PRINTER ERROR TIMEOUT	**30 mn**	Time-out before document being printed is deleted following a print error in PC print mode
92 - PRINTER WAIT TIMEOUT	**15 seconds**	Wait time-out for data from PC before the task is deleted in PC print
93 - REPALACE FORMAT	**1 - NO** **2 - Letter / A4**	Page format change
94 - PRINTER CLASS	**PCL / PC KIT** **PC KIT ONLY**	Printing in PCL-/Postscript Mode Printing in GDI mode

LOCAL AREA NETWORK (LAN) SETTINGS (DEPENDING ON MODEL)

Your terminal is a new generation machine that will be part of your local network just like a PC. Its built-in local network access card will enable you to send documents through an SMTP/POP3 local message server (internally or externally, depending on the settings of your message server).

To benefit from all the available network options, you should make the following settings, described in the sections below:

- local network settings, to introduce your fax machine into your local network.
- message service settings, for all your faxes and E-mails to be automatically managed by your message server.

Caution - Although rather simple, network settings sometimes require a sound knowledge of your own computer configuration. If that is administrated by anyone in your company, we recommend you ask that person for the settings described below.

LOCAL NETWORK SETTINGS

Automatic configuration

We recommend that you carry out a manual configuration of your terminal. The automatic configuration of the local network settings may be considered, if your local network features a DHCP or BOOTP server that can dynamically assign addresses to the peripheral devices present on the LAN.

To automatically configure the local network settings:

▼ 2531 OK - SETUP / NETWORKS / LOCAL NETWORK / CONFIGURATION

☞ Choose **AUTOMATIC** and press **OK** to confirm. The terminal scans the local network for a DHCP or BOOTP server that can assign it its settings dynamically (the message **SELF-CONF** is displayed).

☞ Once the message **SELF-CONF** has disappeared, check for the IP Address, Sub-network mask and Gateway address. If these are missing, you should carry out a manual configuration (see below).

Manual configuration

To configure your terminal manually, you should obtain the usual information used to set a peripheral device (IP address, sub-network mask, network and gateway address).

To configure the local network setting manually:

▼ 2531 OK - SETUP / NETWORKS / LOCAL NETWORK / CONFIGURATION

☞ Choose **MANUAL** and press **OK** to confirm.

IP address

▼ 2532 OK - SETUP / NETWORKS / LOCAL NETWORK / IP ADRESSE

☞ Enter the IP address of your terminal and press **OK** to confirm.

Sub-network mask

▼ 2533 OK - SETUP / NETWORKS / LOCAL NETWORK / SUBNET MASK.

☞ Enter the sub-network mask of your terminal and press **OK** to confirm.

Gateway address

▼ 2534 OK - SETUP / NETWORKS / LOCAL NETWORK / GATEWAY

☞ Enter the IP address of the network gateway and press **OK** to confirm.

IEEE address (or Ethernet address) or MAC address

▼ 2535 OK - SETUP / NETWORKS / LOCAL NETWORK / IEEE ADRESSE

The Ethernet card of your terminal already has an unmodifiable, yet consultable, IEEE address.

Netbios names

These names, which can be used with the network options, are used to identify your terminal from a PC connected to a local network (for instance with the name "IMP-NETWORK-1").

▼ 2536 OK - SETUP / NETWORKS / LOCAL NETWORK / NETBIOS 1

▼ 2537 OK - SETUP / NETWORKS / LOCAL NETWORK / NETBIOS 2

☞ Enter the selected name (15 characters max) and press **OK** to confirm.

The WINS1 and WINS2 servers, used with the network options, allow access to terminals on other sub-networks by means of their NetBIOS name.

These two addresses must be filled in for the Scan To Disk function (refer to paragraph **Scan to Disk**, page 5-10).

▼ 2538 OK - SETUP / NETWORKS / LOCAL NETWORK / WINS 1

▼ 2539 OK - SETUP / NETWORKS / LOCAL NETWORK / WINS 2

☞ Enter the IP address of each server, then validate with **OK**.

Note: If the terminal is set up in Automatic configuration mode (▼ 2531), these addresses can be filled in automatically by certain DHCP servers.

SNTP server configuration (depending on model)

The terminal can automatically update its date and time when connecting to an SNTP server.

Server address

▼ 2551 OK - SETUP / NETWORKS / SNTP SERVER / ADDRESS

☞ Enter the name of the SNTP server, then validate with **OK**.

This name can be in the form of an IP address, a DNS address or a NetBIOS name.

Server port

▼ 2552 OK - SETUP / NETWORKS / SNTP SERVER / PORT

☞ Enter the server port number, then validate with **OK**.

The port by default is port 123.

Activating the server access

▼ 2553 OK - SETUP / NETWORKS / SNTP SERVER / STATE

☞ To activate the SNTP server, select **WITH** in the drop-down menu then validate with **OK**.

Time zone

▼ 2554 OK - SETUP / NETWORKS / SNTP SERVER / TIME ZONE

☞ Select the time zone where the terminal is located from the drop-down list then validate with **OK**.

If you have activated the automatic summer time management (menu 212), the TIME ZONE setting is initialised automatically.

Summer time

▼ 2555 OK - SETUP / NETWORKS / SNTP SERVER / SUMMER TIME

☞ Select the appropriate time setting in the drop-down list: winter time, summer time +1 or summer time +2, then validate with **OK**.

Note: This menu is not displayed if the menu 212 is activated.

PC de-registering

This menu lets you delete one or more PCs connected to the terminal via the LAN.

▼ 256 OK - SETUP / NETWORKS / DE-REG. PC

☞ Select the PC that you want to delete from the list by means of the ▼ and ▲ arrows, then validate with **OK**.

Case of connection to a domain (for instance with Windows NT, 2000 or XP)

The terminal can identify itself on the local network by using the parameters of a user account, before it can, among others, archive documents by means of the Scan to Disk function (refer to paragraph **Scan to Disk**, page 5-10).

Once these parameters have been filled in, they will be used by default, if you do not declare a user name and password when using the function.

Login user name

▼ 2541 OK - SETUP / NETWORKS / DOM LOGIN / USER

☞ Enter the user name for login on the local network, then validate with **OK**.

Login password

▾ 2542 OK - SETUP / NETWORKS / DOM LOGIN / PASSWORD

☞ Enter the password for login on the local network, then validate with **OK**.

Domain name

▾ 2543 OK - SETUP / NETWORKS / DOM LOGIN / DOM. NAME

☞ Enter the domain name of the local network, then validate with **OK**.

MESSAGE SERVICE AND THE INTERNET

Your terminal lets you send and receive documents and E-mails from subscribers throughout the world over the Internet.
An E-mail is an electronic message sent over the Internet, to an E-mail address (which is a personal Internet mailbox).
Access to the Internet is possible thanks to an Internet service provider (ISP). The provider puts at your disposal a server, or computer system which allows you to connect to the Internet and your mailbox through your telephone line.

Before worldwide transmission, you must:

- **take out an Internet subscription** from an Internet Service Provider (ISP),
- check that all **initialisation parameters correspond** to those provided by your ISP,
- perform the proper **settings**, if needed, for the Internet connection.

You may then **connect** yourself to the Internet via your ISP **to send and receive** fax-Internet or E-mails. Both operations will be performed during an Internet connection.

INITIALISATION PARAMETERS

You must **define** or, **at least check** all parameters needed to identify yourself with the Internet. Your ISP will provide you with these parameters as soon as you are registered with them.

The parameters are divided in 4 categories:

- **connection,** allows you to identify the dial up number, the connection identifier and the connection password,
- **message service**, allows you to define the message service identifier, the message service password and the E-Mail address,
- **servers**, allows you to identify the name of the OP address of Internet SMTP providers (send) and POP3 (MBX reception) and the address of DNS 1 and DNS 2 servers. The server address is made up of 4 groups of 3 digits maximum, separated by dots.
- **SMTP Authentification**, used to activate the authentification protocol when the SMTP server used requests this to end e-mails.

Access to connection and message service parameters

▼91 OK - INTERNET / SUPPLIER

☞ Select the Internet provider from the list **NO ACCESS**, **PROVIDER_1**, **PROVIDER_2**, **PROVIDER_3**, **PROVIDER_4**, **PROVIDER_5**, **PROVIDER_6** or **LOCAL NETWORK**, and press **OK**.

Choosing **NO ACCESS** disables access to Internet functions. **OK**.

▼92 OK - INTERNET / INIT. PROVIDER

▼921 OK - INTERNET / INIT. PROVIDER / CONNECTION

☞ Enter the **CALL NUMB.**, press **OK**.

☞ Enter connection **IDENTIFIER**[1], press **OK**.

☞ Enter connection **PASSWORD**, press **OK**.

▼922 OK - INTERNET / INIT. PROVIDER / MESS. SERV

☞ Enter Email **IDENTIFIER**, press **OK**.

☞ Enter Email **PASSWORD**, press **OK**.

☞ Enter **E-MAIL ADR**, press **OK**.

Access to servers parameters

▼923 OK - INTERNET / INIT. PROVIDER / SERVERS

☞ Enter **SMTP**, press **OK**.

☞ Enter **POP3**, press **OK**.

☞ Enter **DNS 1** (primary), press **OK**.

☞ Enter **DNS 2** (secondary), press **OK**.

1. If the identifier has more than 16 characters, the text will automatically slide over to the left.

Sample Internet settings for the terminal (56 kbps modem)

Your access provider should give you the following information:

CALL NUMBER:	08 60 00 10 00
CONNECTION IDENTIFIER:	sg048944@wn.net
CONNECTION PASSWORD:	*****
MESSAGE SERVICE IDENTIFER:	demo jt12
MESSAGE SERVICE PASSWORD:	*****
E-MAIL ADDRESS:	demo2@gofornet.com
SERVER:	
SMTP	mail.gofornet.com
POP	mail.gofornet.com
DNS 1	103.195.014.001
DNS 2	103.195.014.002

Non-functional data given by way of example.

You should then complete the following MENUS on your fax machine:

91	SUPPLIER	PROVIDER 1

CONNECTION

9211	CALL NUMB.	0860001000
9212	IDENTIFIER	sg048944@wn.net
9213	PASSWORD	*****

MESSAGE SERVICE

9221	EMAIL ID	demo jt 12
9222	EMAIL PASSWORD	*****
9223	E-MAIL ADR	demo2@gofornet.com

SERVERS

9231	SMTP	mail.gofornet.com
9232	POP3	mail.gofornet.com
9233	DNS 1	103.195.014.001
9234	DNS 2	103.195.014.002

SMTP AUTHENT.

9241	ACTIVATION	With or Without

Your terminal is now configured.

SETTINGS

The settings are divided into several categories:

- the **standard settings** define the connection type and frequency to the Internet as well as the transmission type for your documents,
- the **E-mail sorting** defines treatment for all stored E-mail messages received.

Standard settings

Your terminal has two types of settings that let you define:

- **The type and frequency of the connection** to your ISP.

SET TIMES	an Internet connection is established every day at 9:00 am, 12:30 am and 5:00 pm[A]
PERIODIC	an Internet connection is established every 3 hours[1]. (default value)
ON DEMAND	an Internet connection is established at your request by **IMMED. ACCESS** (refer to paragraph **Internet Connection**, page 3-21)

A. To avoid Internet access saturation, the automatic connection will occur in reality 12 minutes, give or take, around the requested time.

- **Type of transmission** over the Internet.

IMMEDIATE	document transmission will occur immediately at each transmission request
DURING CONNECTIONS	transmissions will only occur at programmed connections **SET TIMES** or **PERIODIC TYPE**

At any moment you may **print** the settings of your terminal to know their status.

Selecting the connection type

▼ 941 OK - INTERNET / SETTINGS / CONNEC. TYPE

☞ Select one of the connection options among **SET TIMES**, **PERIODIC** or **ON DEMAND** and press **OK** to confirm.

Selecting the transmission type

▼ 942 OK - INTERNET / SETTINGS / SEND TYPE

☞ Select one of the send options **IMMEDIATE** or **DURING CNX** then press **OK** to validate.

Changing the connection period (PERIODIC type)

▼ 943 OK - INTERNET / SETTINGS / PERIOD

☞ With the **PERIODIC** mode, enter the new connection period by means of the numerical keypad (between 00:01 am and 11:59 pm) and press **OK** to confirm.

An Internet connection will be established every three hours (default value).

Modifying the connection time(s) (SET TIMES type)

▼ 943 OK - INTERNET / SETTINGS / TIME SETTINGS

☞ After selecting the **SET TIMES** mode, use the ▲ and ▼ keys to place the cursor under the figure to be modified. Enter the new connection time(s) by means of the numeric keypad (value between 00:01 and 23:59) and validate with the **OK** key.

Selecting the print mode for the deposit notice

▼ 944 OK - INTERNET / SETTINGS / DEPOSIT NOTI

☞ Select one of the deposit notice options **WITH, WITHOUT, ALWAYS** or **ON ERROR** and press **OK** to confirm.

Printing the Internet settings

▼ 945 OK - INTERNET / SETTINGS / PRINT

The Internet settings are printed.
These settings may also be printed together with all the other settings of your terminal (refer to paragraph **Printing the terminal settings**, page 5-26).

Access to the authentification SMTP parameters

▼ 924 OK - INTERNET / INIT. PROVIDER / SMTPAUTHENT.

In the **ACTIVATION** menu, select **WITH** to activate **SMTP** authentification then validate with **OK** key.

In the **PARAMETERS** menu, select **ID.MESS.SERV** to keep the same identification parameters as in the messaging service or **AUTHENT. SPEC.** to define other identification parameters, then validate with Access to SMTP authentification parameters by pressing **OK** key.
When you select **AUTHENT. SPEC**, carry out the two following operations

☞ Enter the **IDENTIFIER** then validate with **OK** key.

☞ Enter the **PASSWORD** then validate with **OK** key.

Mail sorting

This function lets you choose the mode for all Internet documents stored in your mail box.
You have three choices:

- **F@X ONLY**, lets you poll and print E-Mails in your terminal.
- **PC ONLY**, lets you keep your E-Mails in you mailbox for later use with a computer (no E-Mail poll),
- **SHARE PC** lets you:
  - if your PC and fax have two different addresses, transfer all mails or only those with attachments to a PC,
  - if your PC and fax share the same address, use the fax as a printer for E-Mails for the PC.

▼96 OK - INTERNET / TRI MAILS

F@X Only mode

☞ Select option **F@X ONLY** and press **OK** to confirm.

All E-Mails are polled and printed.

PC Only mode

☞ Select option **PC ONLY** and press **OK** to confirm.

The E-mails are neither polled nor printed and they may be used with a computer.

At each connection, the number of E-mails in your mailbox is displayed on the screen.

Share PC mode

☞ Select option **SHARE PC** and press **OK** to confirm.

You may choose to transfer your E-mails to a PC or use the fax as an E-mail printer.

To transfer the E-Mails to a PC:

☞ Select option **WITH PC TRANS.** and press **OK** to confirm.

☞ Enter the E-Mail address of the computer you wish to transfer your E-Mail and press **OK** to confirm.

☞ Select your option from the table below and press **OK** to confirm.

Menu	Description
SEND ALL MAILS	All E-Mails are sent to the PC.
UNUSABLE ATTAC	The fax machine polls and prints the usable E-mails and transfers to the PC mailbox all the E-mails containing attachments it cannot use.

To use the fax as an E-Mail printer:

☞ Select option **W/O PC TRANS** and press **OK** to confirm.

☞ Select your option from the table below and validate with **OK**.

Menu	Description
DELETE MAILS	The E-mails opened and read by the fax (w/o attachment) are erased after the fax has printed.
SAVE MAILS	The E-mails opened and read by the fax are not erased.

At each connection, the number of E-mails still present in your mailbox are displayed on the screen.

INTERNET CONNECTION

An Internet connection is made with an ISP. It allows both document sending and reception while connected.
A connection takes place the following way:

- Send to one or more of your subscriber's Internet mailboxes, all fax-Internet documents waiting for transmission.
  If you are sending to a computer, the transmitted fax will be received as an attachment to an E-Mail.
- Reception of all fax-Internet and E-Mails deposited in your personal Internet mailbox.

You may connect either **immediately** or **automatically** depending on the time periods defined. The triggering of a **programmed Internet connection** depends on the **standard settings** of your terminal.

Immediate connection to the Internet

There are two methods to immediately connect to the Internet:

Access through the menu:

▼93 OK - INTERNET / IMMED ACCES

Programmed connection

An automatic connection to the Internet depends on how your terminal is programmed and more particularly on the standard settings (refer to paragraph **Standard settings**, page 3-18).

DEACTIVATING THE INTERNET FUNCTION

If you do not wish to use the Internet functions:

▼91 OK - INTERNET / SUPPLIER

☞ Select **NO ACCESS** in the ISP list and confirm with **OK**.

MESSAGE SERVICE AND THE LAN

Your terminal also lets you send and receive documents and E-mails from subscribers throughout your local area network (LAN).
Before LAN transmission, you must:

- check that all **initialisation parameters correspond** to those configured in your LAN,
- perform the proper **settings**, if needed, for the LAN connection.

INITIALISATION PARAMETERS

You must **define** or, **at least check** all parameters needed to identify yourself with the LAN.
If you do not know these parameters, contact your LAN administrator.

The parameters are divided in 3 categories:

- **message service**, allows you to define the message service identifier, the message service password and the E-Mail address,
- **servers**, allows you to identify the name of the OP address of Internet SMTP providers (send) and POP3 (MBX reception) and the address of DNS 1 and DNS 2 servers. The server address is made up of 4 groups of 3 digits maximum, separated by dots.
- **SMTP Authentification**, used to activate the authentification protocol when the SMTP server used requests this to end e-mails.

Access to connection and message service parameters

▼91 OK - INTERNET / SUPPLIER

☞ Select **LOCAL NETWORK** from the list and press **OK**.
Choosing **NO ACCESS** disables access to LAN / Internet functions.

▼92 OK - INTERNET / INIT. ETHERNET

▼921 OK - INTERNET / INIT. ETHERNET / MESS. SERV

☞ Enter Email **IDENTIFIER**, press **OK**.

☞ Enter Email **PASSWORD**, press **OK**.

☞ Enter **E-MAIL ADR**, press **OK**.

Access to servers parameters

▼ 922 OK - INTERNET / INIT. ETHERNET / SERVERS

☞ Enter **SMTP**, press **OK**.

☞ Enter **POP3**, press **OK**.

☞ Enter **DNS 1** (primary), press **OK**.

☞ Enter **DNS 2** (secondary), press **OK**.

Sample LAN settings for the terminal

If your LAN settings are as follows:

MESSAGE SERVICE IDENTIFER:	demo jt13
MESSAGE SERVICE PASSWORD:	*****
E-MAIL ADDRESS:	demo2@myintranet.com
SERVER:	
SMTP	mail.myintranet.com
POP	mail.myintranet.com
DNS 1	102.195.014.001
DNS 2	102.195.014.002

Non-functional data given by way of example.

then, you should complete the following MENUS on your fax machine:

91	SUPPLIER	LOCAL NETWORK

MESSAGE SERVICE

9221	EMAIL ID	demo jt13
9222	EMAIL PASSWORD	*****
9223	E-MAIL ADR	demo2@myintranet.com

SERVERS

9231	SMTP	mail.myintranet.com
9232	POP3	mail.myintranet.com
9233	DNS 1	102.195.014.001
9234	DNS 2	102.195.014.002

SMTP AUTHENT.

9241	ACTIVATION	With or Without

Your terminal now configured, you can:

- configure the **standard settings**, to connect to your LAN, and the **E-mail sorting** (refer to paragraph **Settings**, page 3-18),
- configure the LAN connection (refer to paragraph **Internet Connection**, page 3-21),
- deactivate the LAN function (refer to paragraph **Deactivating the Internet function**, page 3-22).

THE SMS SERVICE

Thanks to the e SMS button you can send an SMS to subscribers all over the world. An SMS (Short Message Service) is a service which permits short written messages to be sent to mobile phones or other SMS-compatible devices.

The number of characters you can send per message is dependent upon the service provider and the country you are sending your SMS from (e.g. Germany 160 characters, Italy 640 characters).

The SMS service is dependent upon the country and the service provider.

Caution: There is a special scale of charges for the SMS service.

SMS PARAMETERS

This menu is used to set several options:

- automatic SMS print on reception,
- beep activated during SMS reception,
- send your details activated,
- the address of your terminal.

The address is only modified if several terminals are installed on your line. It is used to differentiate between two terminals during SMS reception.

When you want a contact to send SMSs to the terminal you choose, you must send him your line number and the destination terminal address.

If your contact does not add the address of the terminal, the SMS will be received in the terminal with address 0.

▼45 OK - SMS SERVICE / PARAMETERS

☞ Automatic print of SMS received..

▼451 OK - SMS SERVICE / PARAMETERS / AUTO PRINT

☞ Select the option **WITH** or **WITHOUT** automatic print, then validate with **OK** key.

☞ Beep activated on SMS reception

▼452 OK - SMS SERVICE / PARAMETERS / SMS BEEP

☞ Select the option **WITH** or **WITHOUT BEEP** on reception, then validate with **OK** key.

☞ Presentation of SMS sender

▼453 OK - SMS SERVICE / PARAMETERS / SENDER NAME

☞ Select the option **WITH** or **WITHOUT** presentation of the sender, then validate with **OK** key.

☞ Terminal address

▼454 OK - SMS SERVICE / PARAMETERS / TERM. ADDR.

☞ Enter the terminal number, then validate with **OK** key.

SENDING AN SMS

To send an SMS to any SMS-compatible devices:

☞ Press the SMS key

☞ Write your SMS by means of the Qwerty keypad

To do so, you have a true editor at your disposal:

- for the **upper case letters**, use the ↑
- to **move** inside the data entry field, use the ▲ or ▼ keys
- to **move** in the text from one word to another, press the **CTRL** key and one of the navigator keys
- to **go** to the next line, use the ↵ key
- to **delete a character** (by moving the cursor to the left), use the ← or **C** key

☞ Pres the SMS key to confirm your entry

Dial the number of the recipient (mobile phone or any other SMS-compatible device) in one of the following ways:

- dial the number by means of the numerical keypad
- enter the first letters of the recipient name
- press the 🕮 key until the required name appears (names are classified in alphabetical order)

☞ Press the ◇ key to send the SMS.

Your SMS may be sent to only one person or to several people. To send an SMS:

- to only one person, press the SMS key to confirm
- to several people:
  - press the key and enter the next person's name,
  - repeat the operations as many times as required (10 persons max.). Press the SMS key to confirm, **SENDING SMS** is displayed as the SMS is being sent.
- If SMS appears, then the SMS has been put on hold and a further attempt will take place a couple of minutes later. To immediately execute or cancel transmission, refer to paragraph **Transmission waiting queue**, page 5-11.
- To check the SMS has been sent properly, you may print the transmission/reception log (▼ **52 OK - PRINT /LOGS**, p. 2-7).

ERASE AN SMS

Proceed as follows to erase an SMS:

▼ 43 OK - SMS SERVICE / DELETE SMS

☞ Select the messages to erase.

▼ 431 OK - SMS SERVICE / DELETE SMS / SELECTION

☞ Select **SELECTION** using keys ▲ and ▼ and validate with **OK** key.

☞ Select a message using keys ▲ and ▼ and validate with **OK** key.

☞ Erase messages already read

▼ 432 OK - SMS SERVICE / DELETE SMS / SMS READ

☞ Select MESSAGES READ using keys ▲ and ▼ and validate with **OK** key.

☞ Confirm with **OK** key.

☞ Erase all messages from memory.

▼ 433 OK - SMS SERVICE / DELETE SMS / ALL

☞ Select **ALL** using keys ▲ and ▼ and validate with **OK** key.

☞ Confirm with **OK** key.

SMS RECEPTION

SMS messages received are automatically printed (you can modify this setting with ▼ **451 OK** Auto print). If you disable automatic printing, the messages are automatically stored in the memory.

SMS read

☞ Access by menus:

▼ 42 OK - SMS SERVICE / READ SMS

- **Direct access**

☞ Press key SMS .

☞ Select **READ SMS** using keys ▲ and ▼ and validate with **OK** key.

☞ Select a message using keys ▲ and ▼ and validate with **OK** key.

☞ Scroll messages using keys ▲ and ▼ .

Print an SMS

☞ Access by menus:

▼ 44 OK - SMS SERVICE / PRINT SMS

- **Direct access**

☞ Press key SMS .

☞ Select **PRINT SMS** using keys ▲ and ▼ and validate with **OK** key.

☞ Select **SELECTION** (to choose messages to print), **NEW** (to print all unread messages) or ALL (to print all messages in memory) using keys ▲ and ▼ and validate with **OK** key.

☞ Confirm with **OK** key.

SMS SERVER

This menu is used to set the transmission and reception numbers of your SMS centers. They will be provided by your access provider. You can define two SMS centres, one main and one secondary. The secondary centre may only be used for SMS reception.

Access to server mode

▼46 OK - SMS SERVICE / SERVER

Define SMS centre numbers 1

▼461 OK - SMS SERVICE / SERVER / SMS CENTRE 1

Define send number

▼4611 OK - SMS SERVICE / SERVER / SMS CENTRE 1 / SEND NO

☞ Enter the send number of your main SMS centre, then validate with **OK** key

Define reception number

▼4612 OK - SMS SERVICE / SERVER / SMS CENTRE 1 / RECEIVE NO

☞ Enter the reception number of your main SMS centre, then validate with **OK** key.

Define SMS 2 Centre numbers

▼462 OK - SMS SERVICE / SERVER / SMS CENTRE 2

Define reception number

▼4621 OK - SMS SERVICE / SERVER / SMS CENTRE 1 / RECEIVE NO

☞ Enter the reception number of your secondary SMS centre, then validate with **OK** key.

4 DIRECTORY

Your fax lets you create a directory by memorising **contact records** and **contact lists**.

- Your terminal can store up to **500 contact records** with names and phone numbers.
- You may also group several names to build a contact list with up to **32 contact lists**. A contact list is made from the contact records already stored.

For **all contact records or contact lists** you may:

- create
- consult
- modify contents
- delete
- print the directory

You may save and if needed load your directory. To proceed, you need to contact your reseller and purchase the optional "Directory card". This gives you access to functions **161** and **162** (refer to paragraph **Guide to function list**, page 2-5). To proceed, you need to contact your reseller and purchase the optional kit "save".

CREATING CONTACT RECORD

For each contact record, complete the fields listed below. Only fields with the **Name** and **Telephone** number have to be completed:

- Contact **NAME**,
- **TEL** and fax number of contact,
- **E-mail** address, example: **jones@messagerie.com**,

or

- **FTP** address, example: **134.1.22.9**

Remark : If you have not entered an e-mail address, then you have the possibility of entering an FTP address (for archiving purposes).

- **FORMAT**: by default, the attachment is PDF or Image (.tiff or .jpeg)
- **RECORD NUMBER**: this number is automatically allocated by the fax (you can, none the less, modify it). It gives you quick access to the directory,
- **RATE** send fax you can choose for each contact the minimum send rate for faxes you send to him. Available rates are 2400, 4800, 7200, 9600, 12000, 14400 and 33600 bits per second. The maximum speed can be used if the telephone line is of good quality, meaning appropriate, without echo.

Remark : If a contact has the two fields **TEL** and **E-MAIL** completed, the validation key (◇ **or** @) will define whether the document is sent by telephone network or via the internet.

ADDING A RECORD

▼11 OK - DIRECTORY / NEW CONTACT

☞ Your fax has just created a new record, fill in it by first entering your contact's name then validate with **OK**.

Remark : you can stop the list creation at any time by pressing ▽.

☞ Enter the person's fax number[1] and press **OK** to confirm.

To associate an e-mail address:

☞ Enter the E-Mail address of your contact and press **OK** to confirm.

☞ Define the attachment format (Image or PDF) **OK**.

☞ Your contact's ID number will automatically appear on the screen, if you wish to modify this number you may do so by choosing another free number and validate with **OK**.

☞ Select the option **WITH** assigned key if you want to assign a letter (shortcut key) to your contact. The first available letter appears by default. If you want to change it, scroll the letters by means of the ▼ or ▲ keys, and press **OK** to confirm.

1. If your terminal is connected to a PABX, you may need to insert a pause for dial tone (symbolised by the sign / in the number) **except** if a local prefix is already programmed (see § Local Prefix)

☞ If need be, select the appropriate transmission speed to send your faxes, and confirm your choice by pressing the **OK** key.

To associate an FTP address :

☞ Do not enter the e-mail address. Validate with **OK** key.

☞ Enter the FTP address of the contact, then validate with **OK** key (for example: 134.1.22.9).

☞ Enter the FTP user name (for example: Durand).

☞ Enter the PASSWORD of the FTP user.

☞ If necessary, enter the file destination directory (when this field is not completed, the files are stored directly under the root) of the FTP server (for example: server name / Durand).

☞ Define the attachment format (Image or PDF) **OK**.

☞ A number allocated to your contact will be automatically displayed on the screen. If you do not want to use this number, it can be modified by entering another number, then validating with **OK** key.

☞ Select the option **WITH** the associated key if you want to associate a letter (shortcut key) with your contact. The first letter free is displayed by default. If you want to modify this, scroll through the alphabet by using ▼ or ▲ keys, then validate your choice with the **OK** key

☞ Select, if necessary, the appropriate send rate for a fax intended for your contact, then validate your choice with the **OK** key.

CREATING CONTACT LISTS

A contact list is made from the contact records already stored.

For each list fill in the following lines:

- **NAME** of the list
- **NUMBER ASSIGNED** to the list, this number is automatically assigned by the fax. It allows quick access to the answering machine
- **LIST COMPOSITION**, its lists the ID numbers assigned to the contacts records included in the list
- **LIST NUMBER**, a number lets you identify the list filed under (L)

A list may include both fax and internetcontacts.

The same contact may be included in different lists.

Caution - It is impossible to add one contact list to another contact list.

ADDING A LIST

To add a list:

▼ 12 OK - DIRECTORY / NEW LIST

☞ Your fax machine has just created a new list, fill it in by first entering the name of this list then confirm with **OK**.

Remark : You can stop a list or record creation at any time by pressing ⓒ. Also, you do not have to complete all the list characteristics as you create it; you can save the list as it is by pressing ⓘ.

The empty field **ENTER ABR. NUM.** appears, you must fill in the ID numbers assigned to the contact records included in this list.

☞ There are three ways detailed in the table below, to choose and add one or more contacts to your list. Then confirm your choice by pressing **OK**.

From ...	Procedure
contact's name	☞ With the alphanumeric keypad enter the first letters of your contact's name and continue until the whole name is displayed on the screen.
contact's ID number	☞ Enter directly the contact's ID number.
contacts directory	☞ Press key 🕮 then select by means of the ▼ or ▲ keys .

☞ For every contact included in the list repeat the above step then validate with **OK**.

Remark : you can stop record creation at any time by pressing ⓒ.

☞ The list ID number will automatically appear on the screen, if you wish to modify this number you may do so by choosing another free number and validate with **OK**.

☞ Press ⓘ to confirm your entry.

ADDING OR DELETING A NUMBER FROM THE LIST

▼ 13 OK - DIRECTORY / MODIFY

☞ Select the contact list (L) by means of the ▼ or ▲ keys and validate your choice with **OK**.

☞ Press **OK** to display the **ENTER ABR. NUM.** field, and add or delete the contact as shown in the table hereafter:

To ...	Procedure
add	☞ Enter the contact ID number you wish to add and confirm with **OK**. ☞ Repeat this step for each added contact you want to add.
delete	☞ Place the keys ▼ or ▲, on the number you wish to delete. ☞ Press key C to delete the number assigned to the list. ☞ Repeat these 2 steps for each contact you wish to delete from the list.

☞ Confirm the new list by pressing key ⓘ.

CONSULTING A RECORD OR A LIST

☞ Press key 🕮.

The directory appears in alphabetical order.

☞ Select the contact record or contact list (L) you wish to consult.

MODIFYING A RECORD OR A LIST

▼13 OK - DIRECTORY / MODIFY

The directory appears in alphabetical order.

☞ Use the ▲ or ▼ keys to select the contact list (L) you wish to modify and press **OK** to confirm.

☞ Modify the line or lines in the contact record or contact list and confirm each modification with **OK**.

Remark : You may confirm your modification by pressing ⓘ key , but you will exit the menu and may not be able to modify the following lines.

DELETING A RECORD OR A LIST

▼ 14 OK - DIRECTORY / CANCEL

The directory appears in alphabetical order.

☞ Use the ▲ or ▼ keys to select the contact record or contact list (L) you wish to delete and confirm with **OK**.

☞ Press again **OK** to confirm your deleting.

The record or list is deleted from the directory.

PRINTING THE DIRECTORY

You may print all the numbers stored in the directory, including all the existing contact records or contact lists.

To print the directory:

▼ 15 OK - DIRECTORY / PRINT

The directory is printed in alphabetical order.

IMPORTING A DIRECTORY

You can import an existing directory of contacts into your fax machine as an electronic file. This file must be in a specific format and must not comprise more than 500 entries.

The process of importing a directory uses electronic mail as the transfer mechanism. The electronic file containing the directory is received and processed as an e-mail attachment.

Caution - Importing a new directory completely overwrites any existing directory entries.

THE FILE STRUCTURE

The electronic file containing the data in the directory must be structured into lines or records each comprising five fields separated from one another by a unique character (a tab stop, a comma or a semi-colon). The lines themselves are separated by a line break (carriage return).

Fields	Contents
Name	A unique identifier in your directory, up to 20 characters long. This field is mandatory; the name should not include the field separator character.

Fax number	Your contacts' fax number, without spaces or dots, can be up to 30 characters long (including any * and # characters). This field may be left empty, for instance, in the case of contacts to whom you only send e-mails.
E-mail address	Your contacts' e-mail address. Can be up to 80 characters long, but must not comprise the field separator character. Any other characters may be used in this field, which can also be left blank.
Shortcut key	A capital letter (A to Z), unique to the directory, which is associated with a specific contact and enables quick selection. As with the two previous fields, this field can be left blank.
Speed	The fax transmit speed over the PSTN. If you do not specify a value, the default speed is the maximum speed. This field may be left blank if all your fax transmissions are handled by a fax server.

Caution - You must enter a value for at least one of the **Fax number** or **E-mail address** fields. To enter a blank line, key in four field separator characters in a row.

For example:

Smith;0123456789;jsmith@isp.co.uk;J;8

Jones;01987654321;;@;8

O'Connor;0123469874;d.oconnor@hello.net;U;8

Remark **:** @ alone is the indication that no associated key is assigned to the entry.

The rate is coded on a number, see the following board:

Rate	code number
600	7
1200	6
2400	5
4800	4
7200	3
9600	2
12000	1
14400	0
33600	8

Caution - You must always enter the field separator character, even if one or more of the fields are left blank. In the example above, which uses a semi-colon as a separator, the entry for « Jones » lacks both E-mail address and shortcut key.

PROCEDURE

To import a directory:

▼ 17 OK - DIRECTORY / IMPORTATION

☞ Select **WITH** to authorise the importation of a directory.

☞ Create your directory on a PC in a file whose structure corresponds to that set out above. In order to be recognised as a directory, the file name must include the word **directory** and must have a **.csv** extension. For example: **smithdirectory01.csv**, **jonesdirectory.csv**, or simply **directory.csv**.

☞ Create an e-mail addressed to your fax E-mail address, attach the file to it, and send your message via your mail server.

☞ Your fax will receive the e-mail containing the directory when it connects to the mail server, and will automatically import the attached file into its directory.

☞ Repeat the procedure as many times as required, for instance to update all the LAN faxes on your network with the same directory.

Caution - Importing a new directory completely overwrites any existing directory entries on the fax machine. Once your fax machine has a complete directory, we advise you to disable importing in order to protect the data already on the fax.

To disable importing:

▼ 17 OK - DIRECTORY / IMPORTATION

☞ Select **WITHOUT** to prevent users from importing a directory.

EXPORTING A DIRECTORY

You may also export a directory from a fax machine as a text file, and send it to any mail client (be it PC or fax based), in the form of an e-mail attachment entitled **directoryxxx.csv.**

To export the directory:

▼ 18 OK - DIRECTORY / EXPORTATION

☞ Key in the e-mail address of the PC or other fax machine to which you want to export the directory. You may export a directory to several fax machines simultaneously (refer to paragraph **Dialling**, page 5-3).

☞ Confirm by pressing **OK**.

☞ Repeat the procedure as many times as required, for instance to update all your fax machines or send the same file to several PC users on your local network.

LDAP SERVER

The LDAP server allows you to access a directory server, for contacts or lists of contacts (maximum 500 recipients).

The LDAP function can be switched on only once there are at least 50 free entries in the unit's local directory. If this is not the case a message will ask you to delete the necessary number of entries.

CONFIGURATION

▼ 191 OK - DIRECTORY / LDAP SERVER / ADDRESS

☞ Enter the IP address or the server name and press the **OK** key to confirm.

▼ 192 OK - DIRECTORY / LDAP SERVER / IDENTIFIER

☞ Enter the identifier for connecting to the server and press the **OK** key to confirm.

▼ 193 OK - DIRECTORY / LDAP SERVER / PASSWORD

☞ Enter the password for connecting to the server and press the **OK** key to confirm.

▼ 194 OK - DIRECTORY / LDAP SERVER / DN BASE

☞ Enter the database name and press the **OK** key to confirm.

▼ 195 OK - DIRECTORY / LDAP SERVER / PORT

☞ Enter the port number for connection to the server and press the **OK** key to confirm.

Sample LDAP settings for the terminal

If your LDAP settings are as follows:

LDAP SERVER:	
ADDRESS	ldap.gofornet.com
IDENTIFIER	demo jt15 (common name) GofornetAdressBook (organisational unit)
PASSWORD	*****
DN BASE	GofornetAdressBook
PORT	389

Non-functional data given by way of example.

then, you should complete the following MENUS on your fax machine:

LDAP SERVER

191	ADDRESS	ldap.gofornet.com
192	IDENTIFIER	cn=demo jt15, ou=GofornetAddressBook
193	PASSWORD	*****
194	DN BASE	ou=GofornetAddressBook
195	PORT	389

Your terminal is now configured.

Remark **:** For more information on LDAP configuration, refer to your LAN administrator or to your LDAP server documentation.

ACCESSING SERVER CONTACTS

When the LDAP function on your terminal is switched on, you can send documents or e-mails to contacts in the server's directory.

This is what happens when you search for a contact: when you enter the first letter of the recipient's name, all the entries in the server's directory which begin with this letter will be alphabetically added to the local ones.

If there are too many entries on the server, a message will ask you to enter more of the letters in the name to refine the search.

Remark **:** If a list contains too many recipients, a message will inform you that the list cannot be used.

5 OPERATION

SENDING

Faxes sent over the telephone network are sent from the feeder or the memory.

Documents sent over the Internet are first memorised and sent at the time of Internet connection.

Over the telephone network: all fax transmissions are in black and white.

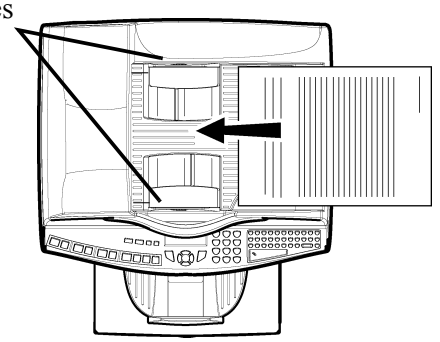
Over the Internet: you can send black and white documents (TIFF or PDF format) or colour documents (JPEG or PDF format).

DOCUMENT DEPOSITING

Scanner

From the automatic feeder tray

Paper guides



☞ Place your original documents in the document feeder:
- face printed on the top,
- first page under the stack.

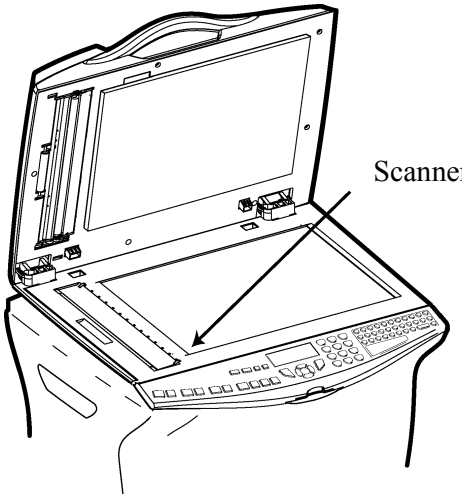
☞ Set the paper guide to the document width.

☞ Once the operation is over, take your original documents back from the document exit tray..

Caution - If you put the documents to send upside down, the contact will receive a blank page.

Remark: Since the addressee's number is generally on the document to be transmitted, you may also dial before positioning the document.

From the flat scanner



☞ Using the handle, lift up the document feeder tray.

☞ Put your document, with the printed face down on the scanner window. The scanner origin is located at your end, to the left, as shown opposite.

☞ Once the operation is complete, lift the document feeder tray and recover your document.

CHOOSING THE RESOLUTION/CONTRAST

Resolution

You have 4 modes for document transmission.

The mode choice depends on the type of document to be transmitted:

- **Normal** mode, to be used for good quality documents, without drawings or small details
- **Fine** mode, symbolised by **Fine** at the bottom of the display screen. To be used for documents with drawings or small characters
- **Super Fine** mode, symbolised by **SFine** at the bottom of the display screen. To be used for documents with very fine or small character drawings
- **Photo** mode symbolised by **Photo** at the bottom of the display screen. To be used for photographic documents

To select the resolution mode:

☞ Press ⁚⁚ key as many times as necessary to select the required mode. A ■ icon on the screen shows the current mode.

Contrast

You can set the contrast if your document is too light or too dark. If the document is light, you must raise the contrast and if it is dark, you must reduce it.

To set the contrast:

☞ Press ◑ as many times as necessary to choose the desired contrast, as shown by the position of a cursor.

DIALLING

From the directory

Dialling alphabetically

☞ Enter the first letter of your subscriber's name with the alphanumeric keypad, then add the remaining letters until your subscriber's name is complete.

Assigned number dialling

☞ Press 🕮 key
Your fax displays the names of your correspondents and the lists of correspondents in the address book in increasing alphabetical order.

then

☞ Use the ▲ or ▼ keys of the browser to scroll through the correspondents and lists of correspondents, and to select the correspondent or list of correspondents you require.

or

☞ Press key 🕮
Then press the letter assigned to the subscriber (refer to paragraph **Adding a record**, page 4-2)
The screen displays the corresponding name.

or

☞ Enter the subscriber or subscriber list assigned number.
The screen displays the name of the subscriber or subscriber list assigned to this number

Using the last number dialled key

You can redial one number among the ten last numbers you just dialled before.

For a fax number (Tel in the Directory)

☞ Press the ◇ key

If the **redial** list is empty the display will show :

TO:

☞ You may enter the call number of the subscriber using the key block or the directory.

☞ Confirm with the ◇ key to send the fax copy.

When the **redial** list is not empty the display will show:

REDIAL ↑↓
TO : _

☞ Using the keys ▲ or ▼ within the navigator you can scroll through the numbers already available in the Redial-list.

☞ You may select a call number or eventually enter the number via the the numerical key pad or using the directory.

☞ Confirm the number with the ◇ key to send the fax copy.

For an Internet transmission

☞ Press the @ key.

If the **redial** list is empty the display will show:

TYPE ADDRESS:
_

☞ You may enter the e-mail address of the subscriber using the alphanumerical keys or the directory.

☞ Confirm the entry with the @ key to send the message.

If the **redial** list contains call numbers the display will show:

REDIAL ↑↓
TO : _

☞ Using the keys ▲ or ▼ within the navigator you can scroll through the e-mail addresses allready available in the Redial-listing.

☞ You may select the e-mail address or eventually enter the e-mail address using the alphanumerical keys or the directory.

☞ Confirm the address with the @ key to send the message.

To multiple numbers

You may dial to send a document simultaneously to multiple call numbers.

Caution - This may be achieved only if the terminal is parametered to send from the memory (refer to paragraph **Document feed type**, page 3-5).

☞ Enter the fax or E-mail address, or use the Directory (refer to above paragraphs).

☞ Press key and enter the number of the second subscriber or second subscriber list

☞ Repeat this last step for all subscribers or subscriber lists (maximum 10 subscribers or subscriber lists).

☞ Press **OK**, ◇, or @ to confirm the last addressee depending on the required operation.

TRANSMISSION OVER THE PUBLIC SWITCHED TELEPHONE NETWORK (PSTN)

Immediate transmission

☞ Position the document (refer to paragraph **Document depositing**, page 5-1).

☞ Enter the fax number or choose your dialling mode (refer to paragraph **Dialling**, page 5-3) then press ◇.
The "**Line**" icon flashes during the call phase, it stays lit when both faxes are in communication.

☞ At the end of transmission the initial screen is displayed.

Delayed transmission

This function allows you to transmit a document at a later time.

To program a postponed transmission you need to identify the subscriber number, transmission time, feeder type and number of pages.

To delay the transmission time of your document :

☞ Position the document (refer to paragraph **Document depositing**, page 5-1)

☞ Select ▼ **31 OK - FAX / TRANSMISSION**.

☞ Enter the subscriber number you wish to program at a different time or choose your dialling mode (refer to paragraph **Dialling**, page 5-3) and confirm with **OK**.

☞ Next to the current time, enter the new time and confirm with **OK**.

☞ Choose the required **IMAGE** or **PDF** format.

☞ Choose **SCAN B & W** or **COLOR SCAN**.

☞ Adjust the contrast and confirm by pressing the **OK** key.

☞ Select the feed type, **FEEDER** or **MEMORY** and confirm with **OK** (refer to paragraph **Document feed type**, page 3-5).

☞ You may enter the number of pages before transmission and confirm with **OK**.

☞ Confirm postponed transmission by pressing key ◇.

Your document is stored and will be sent at the new time.

Remark: When sending in "Deferred Send" mode, make sure that the document in the feeder tray or on the scanner window is located in the right direction.

Transmission with auto redial

This function allows you to monitor the dialling operation during a fax transmission. In this case, the maximum transmission rate will be 14400 bps.

This function allows for example:

- to hear if the subscriber's fax is engaged and if so, choose the moment when the line is clear to start the document transmission.
- to control the communication progress in case of uncertain numbers, etc.

To take the line manually:

☞ Place the document in the fax feeder.

☞ Press .

☞ If necessary, set the sound level with navigator ▲ or ▼ keys.

☞ If not already done, enter the subscriber number (or refer to paragraph **Using the last number dialled key**, page 5-3 to call back the last subscriber).

As soon as you hear the remote fax tone, the line is clear and you can start the transmission.

☞ Press ◇ to start the document transmission.

If your terminal is set in order to print a transmission report (refer to paragraph **Main settings**, page 3-1), the reduced copy of the document first page will not be printed and it notifies you that the communication is manual.

Rerouting

This function is used to reroute faxes received to a directory contact. To use this function, you have to perform two operations: set the rerouting address of the fax and activate rerouting.

Activate rerouting

▼3911 OK - FAX / FAX FORWAD. / REROUTING / ACTIVATION

☞ Using the keys or within the navigator, select option **>>3911 WITH**.

☞ Confirm with the **OK** key.

Remark: If the function **WITHOUT** is selected the menu **3912** will not be included in the functions overview, when it is printed out.

Set the re-direction contact

▼3912 OK - FAX / FAX FORWAD. / REROUTING / CALL NUMBER

☞ Using the keys ▼ and ▲ within the navigator select the subscriber from the directory (if the directory is empty the display will show **DIRECTORY EMPTY**). Enter the number of the subscriber manually or store the name and related number in the directory

▼393 OK - FAX / FAX FORWAD. / COPY

☞ Using the keys ▼ and ▲ within the navigator select the **COPY** option (local printout of the information relayed to your system) either **WITH** or **WITHOUT**.

☞ Confirm with the **OK** key.

Caution - E-mails can only be relayed to e-mail addresses. The configuration of landlines does not provide for relaying to fax machines.

Tx forwarding

This function is used to configure the terminal so that any document transmitted (by fax or to an e-mail address) is also sent to a third party. The recipient will be selected from the entries in your terminal's directory. It may be a fax machine number, an e-mail address or an FTP address.

▼3921 OK - FAX / FAX FORWAD. / TX FORWARD./ ACTIVATION

☞ Using the keys ▼ or ▲ within the navigator select **WITH** ou **WITHOUT** and confirm with the **OK** key.

Remark: If you choose **WITHOUT**, the menu **3922** won't be displayed.

▼3922 OK - FAX / FAX FORWAD. / TX FORWARD. / CALL NUMBER

☞ Select the recipient you want from the directory and confirm by pressing **OK**.

☞ The function is active and from now on any documents transmitted will have a copy sent to the selected recipient.

☞ The transmission mode to the copied recipient depends on the type of short numbers in the directory:

- If the short number is a telephone number or a mixed number (tel + e-mail or tel + FTP) the copy will be sent by fax to the recipient's telephone number.
- If the short number is an e-mail address or an FTP number, the copy will be sent in IP mode to the recipient's e-mail or FTP address.

Caution - The Tx forwarding function does not operate in charger mode or in PC Kit mode.

TRANSMISSION OVER THE INTERNET

Sending a black and white document to an E-Mail address

☞ Position the document (refer to paragraph **Document depositing**, page 5-1).

☞ Press the @ key and enter the recipient's E-mail address
or choose your dialling mode (refer to paragraph **Dialling**, page 5-3).

☞ Adjust the contrast and the resolution if necessary (refer to paragraph **Choosing the resolution/ contrast**, page 5-2).

☞ Press the @ key.

If your contact has a PC, he will receive an E-mail to which your fax is attached in monochrome PDF or TIFF format, depending on the format choice you made.

If your subscriber has an Internet fax, he will receive a paper fax.

Sending a colour document to an E-mail address

☞ Position the document (refer to paragraph **Document depositing**, page 5-1).

☞ Press the @ key and enter the addressee's E-mail address
or choose your dialling mode (refer to paragraph **Dialling**, page 5-3).

☞ Adjust the contrast and the resolution if necessary (refer to paragraph **Choosing the resolution/ contrast**, page 5-2).

☞ Press the key.

The document is scanned and memorised, it will be sent at the time of Internet connection.

If your contact has a PC, he will receive an E-mail to which your fax is attached in colour PDF or TIFF format, depending on the format choice you made.

If your subscriber has an Internet fax, he will receive a paper fax.

Sending a typed message to an E-Mail address

You can send a typed message to an E-mail mailbox. You can also add an attachment to this keypad message (the attachment is a scanned paper document).

Access through the menu.

▾95 OK - INTERNET / E-MAIL

Direct access.

☞ Press key @ .

Then, to send to E-mail address.

☞ Enter the addressee's E-mail address or choose your dialling mode (refer to paragraph **Dialling**, page 5-3).

☞ Enter the address of who you want to receive a copy of the document (CC:), and press **OK** to confirm.

☞ Enter the object for mail (80 characters max.) and press **OK**.

☞ Enter the text with the alphabetical keypad (100 lines of 80 characters) and confirm with **OK**.

☞ To **go** to the next line, use key ↵.

Then, you can choose between two options:

☞ Send the typed mail directly. Press **OK**, the mail is memorised and will be sent at the next Internet connection, validate by pressing the ◇ key.
Your subscriber will receive an E-mail.

Add an attachment (scanned document) to your mail:

☞ Select the scanner to use to scan your document. **SCANNER ADF** (scroll scanner) or **FLAT SCANNER** (refer to paragraph **Description**, page 1-7).

☞ Validate with **OK** key.

☞ Select **B&W SCAN** to send a black and white document or **COLOR SCAN** to send a color document, and validate with **OK** key (this setting can be changed at any time during the send procedure, using the colour key).

☞ Enter the name of the attachment and validate with **OK** key.

☞ If necessary, change the attachment format: **PDF** or **IMAGE** and validate with **OK** key.

☞ If you have started to scan with the flat scanner, the unit will scan the other pages. Put your second page to scan, select **NEXT** and validate with **OK**.

☞ Press key @.

☞ Set contrast and resolution if necessary (refer to paragraph **Choosing the resolution/ contrast**, page 5-2).

☞ Press key @ .

The document is scanned and the mail sent to memory. It will be sent during the next connection to the Internet.

Your contact will receive an E-mail with an attachment.

Scan to FTP

The scan to FTP function enables you to put your TIFF, JPEG and PDF files in an FTP server, for example, for archiving.

To connect to the FTP server, you must know the name of the FTP user and the PASSWORD.

When sending files, the terminal connects to the FTP server using the defined connection parameters.

Simply put the file in an FTP server :

☞ Put the document in one of the scanners (rrefer to paragraph **Document depositing**, page 5-1).

☞ Press key PC. A choice screen is displayed.

☞ Select Scan to FTP with keys ▲ or ▼ then press **OK** key.

☞ Enter the FTP address of the server or select it from the directory by pressing the 🕮 key.

☞ Enter the name of the FTP user (operation prohibited when the address is in the directory).

☞ Enter the password of the FTP user (operation not necessary when the address is selected in the directory).

☞ Select the scanner to use to scan the document, **SCANNER ADF** (scroll scanner) or **FLAT SCANNER** (refer to paragraph **Description**, page 1-7).

☞ Validate with **OK** key.

☞ Select **B&W SCAN** to send a document in black and white or **COLOR SCAN** to send a document in colour. Validate with **OK** key (this setting may be changed at any time during the send procedure with the colour key).

☞ Enter the name of the attachment and validate with **OK** key.

☞ If necessary, change the attachment format: **PDF** or **IMAGE** et validate with **OK** key.

☞ If you have started to scan with the flat scanner, the unit will scan the other pages. Put your second page to scan, select **NEXT** and validate with **OK**.

Multi-contact sending.

Multi-contact sending is not possible with the key dedicated to this function.

To make this type of send, you have to create a group containing exclusively the FTP addresses.

Then carry out the same operations as for sending to one address, except that you select an FTP address group in the directory, and not a single address.

Scan to Disk

The Scan to Disk function allows you to place your TIFF, JPEG and PDF files in a shared directory, on your PC for instance.

To access the shared folder you have to supply a user name and password for login on the network.

When files are to be sent, the machine connects itself to the terminal on which the directory is shared (for instance your PC) using the defined login parameters.

Basic recording of a file in the shared directory:

☞ Place a document in one of the scanners (refer to paragraph **Document depositing**, page 5-1).

☞ Press the **PC** key. A selection screen is displayed.

☞ Select **SCAN TO DISK** with the ▲ or ▼ key, then press the **OK** key.

☞ Enter the network sharing address, i.e., the address of the terminal on which the directory is shared and the name of the shared directory (for instance 134.1.22.10\DirectoryName), or select an entry in the directory by pressing the 🕮 key.

☞ Enter the network login user name (this operation is inhibited if the address is in the directory).

☞ Enter the network login password (this operation is not necessary if the address is selected in the directory).

☞ Select **B&W SCAN** to send a black-and-white document or **COLOR SCAN** to send a colour document, then validate with the **OK** key (this setting can be changed at any time during the send procedure with the colour key).

☞ Enter the name of the attachment and validate with the **OK** key.

Remark: To avoid "name collisions", a suffix is automatically added to the name that was entered, and incremented as necessary. If you entered DOCUMENT as the file name, you will find the file archived as, for instance, DOCUMENT000016.pdf.

☞ If necessary, change the attachment format (**PDF** or **IMAGE**) and validate with the **OK** key.

☞ If you are using the flat-bed scanner, you can scan more than one page. Place the next page on the scanner, select **NEXT** and validate with **OK**.

TRANSMISSION WAITING QUEUE

This function lets you obtain a recap of all documents queuing, for transmission, including those in deposit or in delayed transmission, etc.

It allows you to:

- **consult** or **modify** the waiting queue. In this waiting queue the documents are coded the following way:
  Order number in the queue / document status / subscriber's telephone number.
  Documents may have the following status:
  - **TX**: transmission
  - **REL**: relay
  - **DOC**: in deposit
  - **POL**: polling
  - **MBX**: send to mailbox
  - **PMB**: mailbox polling
  - **TR**: ongoing commands
  - **CNX**: Internet connection
  - **NET**: Internet transmission
  - **SMS**: SMS transmission
- **immediately perform** a transmission from the waiting queue
- **print a document** in storage, waiting to be transmitted or in deposit
- **print the waiting queue**, to get the status of each document in the queue, by either:
  - queue order number
  - document name or number
  - scheduled transmission time (fax)
  - operation type regarding the document: transmission from memory, delayed transmission, deposit
  - number of pages of the document
  - document size (percentage of space stored in memory)
- **cancel** a transmission request in the waiting queue.

Immediately perform transmission from the waiting queue

▼61 OK - COMMANDS / PERFORM

☞ Select the document in the waiting queue and confirm your choice with **OK** or ◇ to immediately perform the selected transmission.

Consult or modify the waiting queue

▼62 OK - COMMANDS / MODIFY

☞ In the waiting queue select the required document and confirm your choice with **OK**.

☞ You may now modify the parameters of the given document then confirm your modifications by pressing key ◇.

Deleting a transmission on hold

▼63 OK - COMMANDS / CANCEL

☞ In the waiting queue select the desired document and confirm your choice with **OK**.

Printing a document in waiting or in deposit

▼64 OK - COMMANDS / PRINT

☞ In the waiting queue select the desired document and confirm your choice with **OK**.

Print the waiting queue

▼65 OK - COMMANDS / PRINT LIST

A document called ** COMMAND LIST ** is printed.

CANCELLING A TRANSMISSION IN PROGRESS

Cancelling a transmission in progress is possible whatever the type of transmission but varies depending on whether the transmission is a single call number or a multi-call number.

- For a single call number from the memory, the document is erased from the memory.
- For a multi-call number, only the call number in progress at the time of the cancellation is erased from the transmission queue.

To cancel transmission in progress

☞ Press key ▽.

A message will ask you to confirm cancellation by pressing the key ▽ a second time.

☞ Press key ▽ to confirm cancellation in progress.

If your terminal is set to print a transmission report (refer to paragraph **Transmission report**, page 3-5), it will print that the communication was cancelled by the user.

RECEPTION

Document reception **over the Internet** is automatic at each Internet connection.

Reception of all documents **over the telephone network** is done one at a time at fax reception.

RECEPTION OVER THE PUBLIC SWITCHED TELEPHONE NETWORK (PSTN)

Fax reception depends on the parameter settings of your terminal.

RECEPTION OVER THE INTERNET

Whatever the document received, reception is automatic at each Internet connection.

Incoming documents other than fax files (Word process file, CAD, etc.) may not be opened by your fax. However, you may keep this (or these) document(s) in your Internet mailbox until it is automatically converted by the F@X to Fax service, if you have a subscription or until computer use or automatic transfer (refer to paragraph **Mail sorting**, page 3-20).

COPYING

Your fax offers to print out one more copies of one or more pages.

If the duplex module (depends on model) is installed on your terminal, you can make duplex mode photocopies.

LOCAL COPY

Standard copy

☞ Position the document (refer to paragraph **Document depositing**, page 5-1).

☞ Press key twice.

Duplex photocopies (depending on model)

☞ This function is available for photocopying if you have previously installed the duplex module and an additional paper tray at the rear of your terminal.

Remark: This duplex module only works with A4 (210 x 297 mm) format paper.

☞ Press once,the key .

☞ When the duplex mode is activated, a pictogram is shown on the screen.

Remark: The internal memories of your terminal can be printed one side only, except in **PAPER SAVE** mode.

☞ The features available are described in the following table :

ORIGINAL FORMAT	→	FINAL FORMAT
DUPLEX/DUPLEX	→	DUPLEX/DUPLEX
ONE SIDE	→	DUPLEX/DUPLEX
DUPLEX/DUPLEX	→	ONE SIDE
ONE SIDE	→	ONE SIDE

"Sophisticated" copy

☞ Position the document (refer to paragraph **Document depositing**, page 5-1).

☞ Press key .

☞ Enter the required number of copies and confirm with the **OK** key.

☞ Using the keys ▲ or ▼ select the scan modes[1] **DUPLEX->DUPLEX** (Front/Rear) or **SIDE->DUPLEX** or **DUPLEX->SIDE** or **SIDE->SIDE** and confirm with the **OK** key.

☞ If you have selected for printing the mode **DUPLEX**, select with the keys ▲ or ▼ **LONG BORDER** or **SHORT BORDER** and confirm with the **OK** key.

☞ Using the keys ▲ or ▼ select the resolution: **ULTRA FAST**, **FAST**, **QUALITY** or **PHOTO** and confirm with the **OK** key.

☞ Using the keys ▲ or ▼ select the degree of contrast and confirm with the **OK** key.

☞ Using the keys ▲ or ▼ select the degree of brightness and confirm with the **OK** key.

☞ Select the collation mode **COPY ASSEMBLED** or **NOT ASSEMBLED** and confirm with the **OK** key.

☞ Using the keys ▲ or ▼ or the numeric key pad or eventually the key dedicated for zoom set up the degree of zoom between **25% TO 400%** and confirm with the **OK** key.

☞ Using the keys ▲ or ▼ or the numerical key pad select the required base values and confirm with the **OK** key.

☞ Using the keys ▲ or ▼ select the type of paper **NORMAL PAPER** or **THICK** and confirm with the **OK** key.

☞ Using the keys ▲ or ▼ select the required paper tray, **AUTOMATIC TRAY**, **UPPER TRAY** or **LOWER TRAY** and confirm with the **OK** key.

SPECIFIC COPY SETTINGS

When the copy quality is no longer satisfactory, you can perform a calibration. To do so, refer to paragraph **Scanner calibration**, page 6-15.

Moreover, a high number of controls let you improve the copy quality.

Scanner and printer settings

▼841 OK - ADVANCED FCT / COPY / RESOLUTION

☞ The **RESOLUTION** parameter adjusts the photocopying resolution. Select **HIGH SPEED**, **QUALITY** or **PHOTO RESOLUTION** using keys ▲ or ▼, then validate the choice with the **OK** key.

1. If you have previously installed the duplex module at the back of your terminal

▼842 OK - ADVANCED FCT / COPY / ZOOMING

☞ The **ZOOM** setting is used to reduce or enlarge part of the document by choosing the original and the zoom value to apply to the document, 25 to 400 %. Enter the zoom value required using the keys of the digital key pad. Validate the choice with the **OK** key.

☞ The special zoom values (141, 97, 94, 78, 71) are displayed with explanatory text (xx->yy).

☞ You can enter any zoom value at any time via the numeric keypad; if the value entered does not correspond to a special value, the explanatory text disappears.

☞ If a special zoom value is entered again, the explanatory text should reappear.

☞ Validating a choice with the **OK** key will cause this choice to be set as the default value and a 10-second time delay to be set for the photocopier; if activated before the end of this time delay, the next local copy will have this same zoom value applied as a default.

☞ Validating a choice with the **COPY** key will cause the local copy slip to be entered with the selected zoom value.

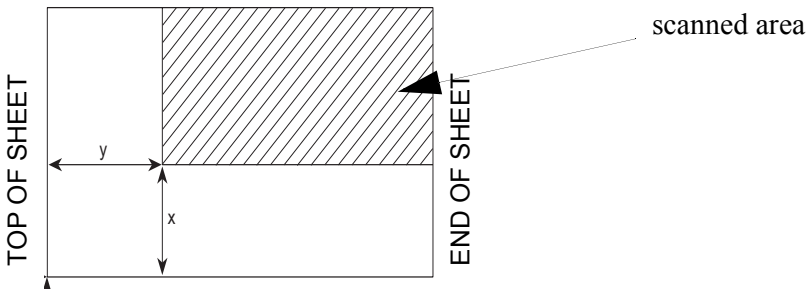
▼843 OK - ADVANCED FCT / COPY / ASSEMBLED

☞ The **ASSEMBLED** parameter is used to define the choice of your printer outputs; either assembled or not assembled. Validate the choice with the **OK** key.

▼844 OK - ADVANCED FCT / COPY / ORIGIN

If you wish, you can change the origin of the scanner.

By entering new values of X and Y given in mm (X < 210 and Y < 286), you will move the scanning zone as shown on the figure below.



☞ Select the X and Y coordinates with keys ▲ or ▼.

☞ Set the required coordinates with the numeric keypad or ▲ or ▼. Confirm your setting by pressing key **OK**.

▼845 OK - ADVANCED FCT / COPY / CONTRAST

☞ The **CONTRAST** parameter is used to select the photocopy contrast. Adjust the contrast using keys ▲ and ▼, then validate the choice with the **OK** key.

☞ You can also directly adjust the desired contrast using the ◑ key, press this key several times until the required adjustment is obtained without using ▼ **845**.

▼846 OK - ADVANCED FCT / COPY / LUMINOSITY

☞ The **LUMINOSITY** parameter is used to make your original document lighter or darker. Adjust the brightness required using keys ▲ and ▼, then validate the choice with the **OK** key.

▼847 OK - ADVANCED FCT / COPY / BINDING

☞ The **BINDING** parameter is used to choose the long or short side according to the type of binding of your document. Make your choice using keys ▲ and ▼, then validate the choice with the **OK** key.

Caution - All settings made using this menu become **default settings** of the terminal.

▼85 OK - ADVANCED FCT / SCAN. & PRINT

☞ Use keys ▲ or ▼ of the browser to scroll the setting described below that you want to modify.

☞ Validate your setting by pressing the **OK** key.

▼851 OK - ADVANCED FCT / SCAN. & PRINT / PAPER

☞ Select **NORMAL** or **THICK** paper using keys ▲ and ▼.

☞ Validate your setting by pressing the **OK** key.

Remark: 1) When **THICK** paper type is selected, the print speed is slowed down.
2) Use the manual feeder for paper with a weight greater than 90 g/m^2.

▼852 OK - ADVANCED FCT / SCAN. & PRINT / PAPER TRAY

☞ Select the paper tray that you want to use; **AUTOMATIC**, **LOWER** or **UPPER** using keys ▲ and ▼.

☞ Validate by pressing the **OK** key.

▼853 OK - ADVANCED FCT / SCAN. & PRINT / PAPER SAVE

This function prints all your documents duplex.

Remark: This function requires the prior installation on the rear of your terminal of the duplex module and the additional paper tray (option or depending on model).

☞ Select **WITH** or **WITHOUT** using keys ▲ and ▼.

☞ Validate by pressing the **OK** key.

▼854 OK - ADVANCED FCT / SCAN. & PRINT / S.F MARGINS

If you want to offset the side margins of your document to the left or to the right when scanning with your scroll scanner.

☞ Adjust the offset of the left/right margins (in 0.5mm steps mm) using keys ▲ and ▼.

☞ Validate by pressing the **OK** key.

▼855 OK - ADVANCED FCT / SCAN. & PRINT / FLATBED MARG

If you want to offset the side margins of your document to the left or to the right when scanning with your flat scanner:

☞ Adjust the offset of the left/right margins (in 0.5mm steps mm) using keys ▲ and ▼.

☞ Validate by pressing the **OK** key.

▼856 OK - ADVANCED FCT / SCAN. & PRINT / PRINTER MARG

If you want to offset the side margins of your document to the left or to the right.

Adjust the offset of the left/right margins (in 0.5mm steps mm) using keys ▲ and ▼.

☞ Validate by pressing the **OK** key.

LOCAL COPY MENU

To manage new copy modes on the one hand (Mosaic/Banner, Identity Card copy) and to simplify the local copy slip on the other hand, you will be led to change the order of the various options, i.e.:

- ·enter least used options last,
- ·enter as early as possible any options whose selection will condition the absence or presence of other options.

The various fields of the local copy slip are described below in order of appearance.

Number of copies

Enter the slip and go to the first option: selection of the number of copies (except if the slip is entered via the "number" **+ OK** key combination, in which case the second option is directly accessed):

NUMBER OF COPIES

Mode selection

Directly go the copy mode selection: normal (default), Mosaic/Banner or Identity Card mode.

Case of a flatbed scan:

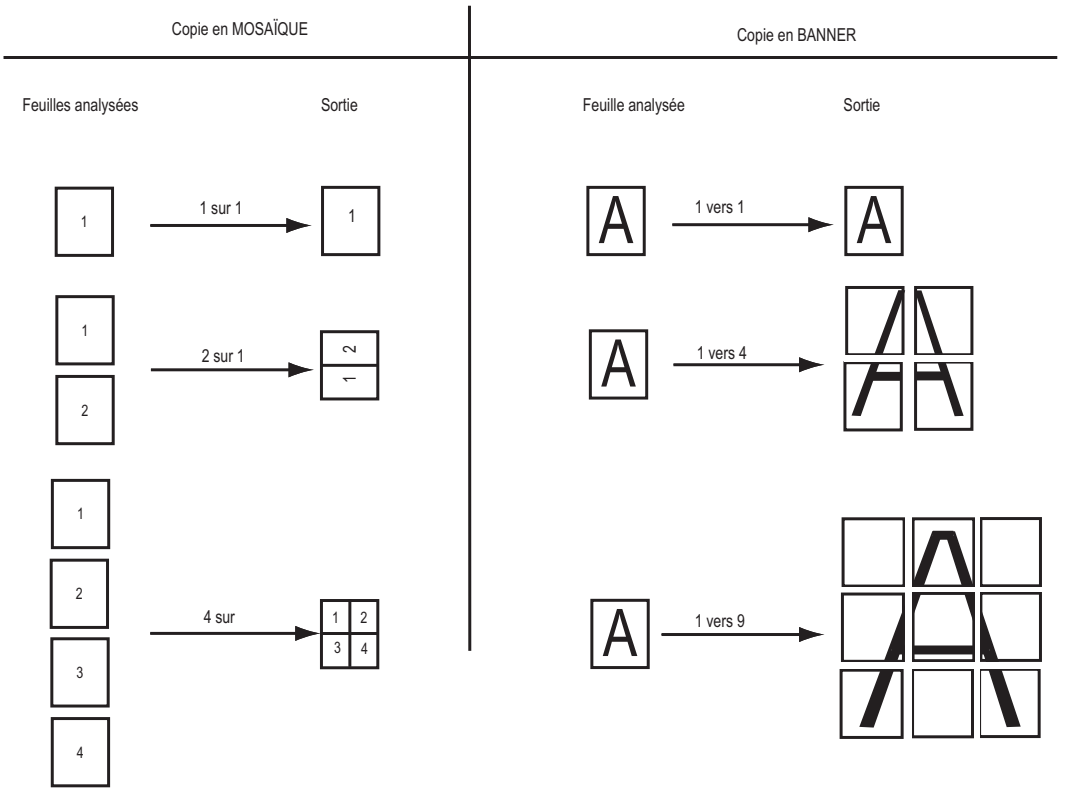
1>1 PAGE TO 1	normal copy
2 1 PAGE TO 4	banner 1 to 4
3 1 PAGE TO 9	banner 1 to 9
4 IDENT. CARD	identity card copy

Case of an ADF scanner:

1>1 PAGE / 1	normal copy
2 2 PAGES / 1	mosaic 2 to 1
3 4 PAGES / 1	mosaic 4 to 1

The Banner mode is available from the flatbed scanner only, since 4 or 9 passes will be required on the same page.

The Mosaic mode is available from the **ADF** scanner only, since 2 or 4 pages will have to be scanned before printing, and page changes are not managed on the flatbed scanner.



Paper tray selection

This selection is available only if the printer includes at least two trays. For more information, refer to paragraph **Paper tray**, page 5-23.

Duplex mode (option or depending on model)

This selection is not available for flatbed copies (page changes are not managed on the flatbed scanner) or for the Identity Card mode.

Case of a duplex printer (option or depending on model) with compatible paper type:

1>DUPLEX ->DUPLEX
2 1-SIDE ->DUPLEX
3 DUPLEX ->1-SIDE
4 1-SIDE ->1-SIDE

Case of a simplex or duplex printer with incompatible paper type:

1>1-SIDE ->1-SIDE
2 DUPLEX ->1-SIDE

Zoom selection

This selection is not available for Mosaic/Banner and Identity Card modes.

For normal mode, the selection principle is as described for the **ZOOM** key.

ZOOM
100%

A5 to A4 format

You can select a 141% zoom value for an A4 printer format. The scan width therefore corresponds to A5 format, i.e. 149 mm. The maximum length to be scanned also corresponds to A5 format, i.e. 210 mm.

Origin selection

This selection is not available for Mosaic/Banner and Identity Card modes:

ORIGIN
X=XXX Y=000

On the ADF scanner, with the sheet being centered by the margin stops, the default value xxx is not necessarily 000: this value is now computed automatically once the output format and zoom coefficient have been selected.

Assembled copy selection

This mode, also called "sorted copy" mode, can be used for scanning a complete document on the **ADF** scanner then for printing this document n times (in "non-assembled" mode - default setting -, each scanned page will be printed n times).

This mode only makes sense on the **ADF** scanner (a document shall include several pages) and with a number of copies exceeding 1.

For an assembled copy, the document is faxed in 200 dpi fax mode then encoded (MMR coding) and stored in the flash memory. Once the document is entirely scanned, it is printed as many times as requested then erased from the memory.

The resulting limitations are as follows:

- fax mode scan: 216 mm in width, 1728 pixels,
- zoom forced to 100% (for any user selection).

The assembled copy selection is not available in the following cases:

- flatbed scanner: normal, Banner or Identity Card mode,
- ADF scanner with number of copies = 1,
- number of copies > 1, but with a zoom value different from 100%,
- Mosaic mode activated,
- output to a tray with A5 paper.

Resolution selection

Select **HIGH SPEED**, **QUALITY** or **PHOTO RESOLUTION** using keys ▲ or ▼, then validate the choice with the **OK** key.

Remark: A Resolution key is also available for immediate selection once the slip is entered.

Contrast selection

☞ Adjust the contrast using keys ▲ and ▼, then validate the choice with the **OK** key.

Remark: A Contrast key is also available for immediate selection once the slip is entered.

DESCRIPTION OF ID CARD MODE

The IDENT. CARD copy function is used for copying both sides of an identity card or driving license type document (size < A5) on an A4 format sheet.

This function will be available only from the flatbed scanner for local copy.

The LDC screen will display two messages: one to indicate where the original document should be placed and another to ask the document to be turned over. These messages require validation from the keyboard before the operation can be continued.

No zoom will be applicable for this function.

Selection of the IDENT. CARD copy mode will be possible in the local copy slip. This mode will be accessible only if no paper is detected in the scroll scanner feeder.

☞ Press the 1 and **OK** keys.

The following will be displayed:

```
3 1 PAGE TO 9 4>>
4>> ID CARD
```

☞ Press the **OK** key.

The following will be displayed:

```
1>>DUPLEX/DUPLEX
```

☞ Press the **OK** key.

The following will be displayed:

```
2 :  RESOL. : FAST
3>> RESOL . : QUALITY
```

☞ Press the **OK** key.

The following will be displayed:

```
 CONTRAST
- ----------O-------- +
```

☞ With keys ▲ and ▼ select contrast.

☞ Press the **OK** key.

The following will be displayed:

```
LUMINOSITY
--------O-------  +
```

☞ With keys ▲ and ▼ select luminosity.

☞ Press the **OK** key.

The following will be displayed:

```
1 >>NORMAL PAPER
2   THICK PAPER
```

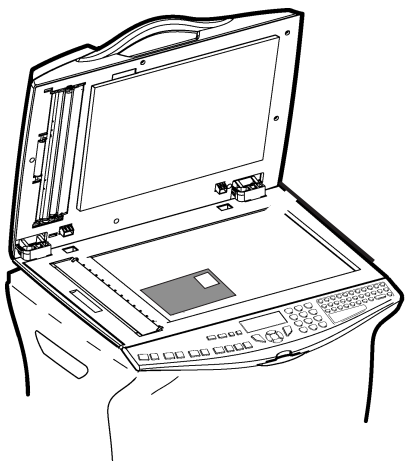
☞ With keys ▲ and ▼ select paper.

☞ Press the **OK** key.

The following will be displayed:

```
PUT ID. CARD
THEN OK
```

☞ Insert your identity card flatbed on the scanner's glass.



The following will be displayed:

```
COPY IN PROGRESS
```

Then, once the document has been scanned:

TURN OVER DOC
THEN OK

☞ Lift the flatbed scanner flap, turn over your card then close the flap

The following will be displayed:

COPY IN PROGRESS

Your fax machine will then print your card

PAPER TRAY

Default tray for local copy

With same paper format in both trays

In this case, all selections made for this parameter will determine the default tray in the local copy slip.

The tray can however be changed on a case by case basis in the slip.

With different paper formats in the trays

If the default setting is **AUTOMATIC**, the default tray in the local copy slip will be the one currently selected (depending on last printout): **UPPER** or **LOWER**.

If the default setting is **UPPER** or **LOWER**, this will be the option proposed in the local copy slip.

The tray can however be changed on a case by case basis in the slip.

The table below summarizes the effects of the "default tray" parameter values on the local copy.

	Default tray parameter	**Default tray in local copy slip**
2 trays with same paper format	AUTO	AUTO
	UPPER	UPPER
	LOWER	LOWER
2 trays with different paper formats	AUTO	tray selected last
	UPPER	UPPER
	LOWER	LOWER

Default tray for internal printing

Internal printing is reserved for guides, logs, directories, SMS, text e-mails, etc., and is possible on compatible paper formats only, i.e.:

- A4,
- Letter,
- Legal.

Only the A5 format is not accepted.

With the parameter set for one of the 2 trays: UPPER or LOWER

In this case, the document will be printed on the selected tray, provided the associated paper format is compatible.

Should the format be incompatible, the printer will turn to "**PAPER INCOMPATIBLE**" error condition.

With the parameter set to AUTO TRAY

In this case, your terminal will automatically select a compatible tray for printing, first checking whether the currently selected tray is compatible:

- if it is, printing will start from this tray,
- if it is not, the next tray will be selected and checked for compatibility,
- if no tray is compatible, the printer willturn to "**PAPER INCOMPATIBLE**" error condition,
- if the selected tray becomes empty while printing, the terminal will search for another compatible tray:
  - if a compatible tray is found, printing will proceed on this new tray; otherwise, the printer will turn to error condition.

Printer in "PAPER INCOMPATIBLE" error condition

The following will be displayed on your terminal:

PAPER FORMAT INCOMPATIBLE

In this condition, printing will be either cancelled (for guides, logs and directories) or suspended (for SMS and e-mails).

The error can be cleared by pressing the **STOP** key or by changing the paper format in one of the printer trays.

Clearing with the **STOP** key will enable the printer to be rapidly returned to service subsequent to cancelled internal printing.

Default tray for fax printing

- Setting of fixed tray parameter:
  - the fax is printed on the specified tray, **except if this tray contains incompatible paper (A5 format)**, in which case the printer will turn to "**PAPER INCOMPATIBLE**" error condition.

- Setting of **automatic tray** parameter:
  - the fax machine selects the tray with the paper best suited to the fax size, i.e. the number of lines; if the number of lines is unknown, the terminal selects the tray with the longest sheets (Legal, A4 then Letter). Any tray containing incompatible paper will be ignored. If no tray contains compatible paper, the printer will turn to "**PAPER INCOMPATIBLE**" error condition.
- In automatic tray mode:
  - the tray can be changed for each page of the received fax in case the pages have different lengths.
- Fax reduction mode - between 70% and 100%:
  - fixed or automatic reduction enabling the fax to be printed on a single page.
- Discard Size parameter - 1 cm or 3 cm:
  - enables the end of a received page to be ignored if less than 1 or 3 cm are still to be printed, which will prevent a second page from being used.

Default tray for PC printing (option)

In PC printing mode, the printer driver's tray setting will override the terminal's tray setting.

The PC driver will indicate the following to the terminal:

- which tray to use for printing: upper, lower, auto,
- the format of each page: A4, Letter, A5, B5, ...

Your terminal will select the tray requested by the PC, except if the "Auto tray" option is requested: in that case, your terminal will select the default tray by itself according to the "Default tray" parameter setting, i.e. upper, lower or auto, which will come to select the last tray used on the previous printing session.

Tray selection on PC side	**Default trayon terminal side**	**Tray selected**
UPPER	indifferent	UPPER
LOWER	indifferent	LOWER
AUTO	UPPER	UPPER
	LOWER	LOWER
	AUTO	tray selected last

The format transmitted for each page by the PC is not taken into account for tray selection; this information is only used for setting the printer parameters (should the requested format and the format physically available be conflicting, the printer will display the error).

OTHER FUNCTIONS

LOGS

The incoming and outgoing logs list the last 30 transmissions (incoming and outgoing) made by your terminal.

An automatic print out will take place after every 30 transmissions. However, you may request a print out at any time.

Each log (incoming or outgoing) contains a table with the following information:

- date and time of the incoming or outgoing document
- subscriber's number or E-mail address
- transmission mode (Norm, Fine, SFine or Photo)
- number of pages sent or received
- call duration
- incoming or outgoing results: noted **CORRECT** if properly transmitted
  or
  information codes for special calls (polling, manual subscribers, etc.)
- reason for call error (example: your subscriber does not answer)

To print the logs:

▼52 OK - PRINT / LOGS

The incoming and outgoing logs are printed on the same page.

PRINTING THE FUNCTIONS LIST

You may print the functions list of your fax machine at any time.

To print the functions list:

▼51 OK - PRINT / FUNCTIONS LIST

PRINTING THE TERMINAL SETTINGS

At any moment, you may print the list of your terminal's parameter settings to control any changes possibly made to the default parameters.

Printing the terminal settings:

▼54 OK - PRINT / SETUP

Your terminal prints the list of stored parameters.

FONT PRINTING

You can print the list of fonts installed on your terminal at any time.

To print PCL fonts:

▼57 OK - PRINT / PCL FONTS

To print SG Script fonts:

▼58 OK - PRINT / SGSCRIPT FONTS

Your fax prints the list of fonts.

COUNTERS

At any time, you may consult the activity counters of your terminal. To get access to the counters of the terminal:

▼82 OK - ADVANCED FCT / COUNTERS

These counters indicate the number of:

- transmitted pages

  ▼821 OK - ADVANCED FCT / COUNTERS / SENT PAGES

- received pages

  ▼822 OK - ADVANCED FCT / COUNTERS / RECEIVED PG

- scanned pages

  ▼823 OK - ADVANCED FCT / COUNTERS / SCANNED PAGE

- scanned sheets

  ▼824 OK - ADVANCED FCT / COUNTERS / DUPLEX SCAN

- printed pages

  ▼825 OK - ADVANCED FCT / COUNTERS / PRINTED PG

- printed sheets

  ▼826 OK - ADVANCED FCT / COUNTERS / PRINTED SHT

DEPOSIT AND POLLING

You may **deposit** a document in your fax and keep it available to one or more subscribers who can obtain a fax of this document by calling your fax with the **POLL** function.

Setting the terminal for document deposits,
you must define the type:

- **SIMPLE**- it may be polled only once from the memory or feeder
- **MULTIPLE**- it may be polled as many times as necessary from the memory

Setting the terminal for polled documents,
you must define the poll number, then depending on the type of poll you may:

- launch an **immediate poll**
- program a **delayed** poll with a chosen time
- launch a **multi-poll**, either immediately or later.

Placing a document in deposit

☞ Insert the document to deposit in the feeder.

☞ Select ▼ **34 OK - FAX / POLLING TX** and confirm with **OK**.

☞ Choose the type, according to the table below:

Menu	Procedure
SIMPLE	☞ Select **FEEDER** or **MEMORY** ☞ If necessary, adjust the contrast and confirm with **OK** ☞ Enter the number of pages that you wish to deposit
MULTIPLE	☞ If necessary, adjust the contrast and confirm with **OK** ☞ Enter the number of pages that you wish to deposit

☞ Confirm deposit by pressing the **OK** key.

Polling a deposited document

▼33 OK - FAX / POLLING RX

☞ Enter the number of the party whose document you want to poll or choose your dialing mode (refer to paragraph **Dialling**, page 5-3).

Remark: you can poll several documents using the key.

☞ Depending on the type of poll you should:

Choice	Procedure
Immediate poll	☞ Press ◇
Delayed poll	☞ Press **OK** ☞ Next to the current time, enter the time you wish to poll the document and press ◇

Lock

There are restrictions to the use of your fax:

- To lock the printing of received documents (refer to paragraph **Fax answering machine**, page 3-6),
- locking the keyboard,
- locking the numbers,
- locking the Internet settings,
- locking the access to the SMS transmission function.

Entering the locking code

The operator access parameters are confidential; they are protected by a four-digit interlock code that the authorised operators must know.

To access the locking code:

▼811 OK - ADVANCED FCT / LOCK / LOCKING CODE

☞ Enter your four-digit interlock code on the keypad.

☞ Confirm by pressing **OK**.

☞ Confirm the interlock code by entering the code one more time.

☞ Press **OK** to confirm.

Remark: when a code is already registered, the terminal asks you to give the former code before allowing you to modify it.

Locking the keyboard

This function allows you to prevent access to non-authorised persons. An access code must be entered each time a person wants to use the terminal.

To access the keypad unlocking menu:

▼812 OK - ADVANCED FCT / LOCK / LOCK KEYBD.

☞ Enter the four-digit interlock code.

☞ Press key **OK** to confirm.

☞ With keys ▲ or ▼ of the navigator, select the option **WITH**.

☞ Press key **OK** to confirm.

Remark: after each operation, the terminal interlocks automatically.

Locking the numbers

This function locks dialling and the numerical keypad is disabled. Transmissions are only possible from numbers included in the directory.

You can still send mails by typing in the addressee's address (if this has no numbers in it).

To access the number interlocking option:

▼813 OK - ADVANCED FCT / LOCK / LOCK NUMBER

☞ Enter the four-digit interlock code with the keypad.

☞ Press key **OK** to confirm.

☞ With keys ▲ or ▼ of the navigator, select the option **DIRECT ONLY**.

☞ Press key **OK** to confirm.

Locking the Internet settings

This function prevents access to all the Internet settings of menu 9.

As a matter of fact, any untoward change to these settings might result in repeated connection failures. You can still send documents to an E-mail address (▼ **95**) and get connected (▼ **93**).

To access the Internet settings locking menu:

▼814 OK - ADVANCED FCT / LOCK / LOCK PARAMETERS

☞ Enter the four-digit locking code with the numerical keypad.

☞ Press **OK** to confirm.

☞ With keys ▲ or ▼ , select the option **WITH**.

☞ Press **OK** to confirm.

Locking the SMS service

This function prevents access to the SMS service.

To access the SMS service locking menu:

▼815 OK - ADVANCED FCT / LOCK / LOCK SMS

☞ Enter the four-digit locking code with the numerical keypad.

☞ Press key **OK** to confirm.

☞ With keys ▲ or ▼ , select the option **WITH**.

☞ Press key **OK** to confirm.

Remark: When a code is already saved, the unit first asks you for the old code before allowing you to change it.

Locking the Media

This function prevents access to the Media (USB memory key).

To access the Media locking menu:

▼816 OK - ADVANCED FCT / LOCK / LOCK MEDIA

☞ Enter the four-digit locking code with the numerical keypad.

☞ Press key **OK** to confirm.

☞ With keys ▲ or ▼, select the option **WITH**.

☞ Press key **OK** to confirm.

Remark: When a code is already saved, the unit first asks you for the old code before allowing you to change it.

SCAN TO PC (DEPENDS ON MODEL)

Remark: your terminal is provided with a Scan to PC key. This key activates, first of all, the SCAN -TO - PC, function, which associated with the Companion Suite Pro kit makes it possible to send an opening notice of a scan function of a PC connected to your terminal. For more information, refer to the User Manual provided with your PC Kit (Companion Suite Pro).

DEPARTMENT CODE

Use of the terminal can be limited to authorized personnel within each department by setting up a master department code and individual department codes. You can assign one master code and up to 98 department codes. You can then monitor the usage for each department. The master department code is used to setup and modify the department code information.

During the setup procedure, you are prompted to enter a 4-digit master department code. This code is required to perform any modifications; it is used as a supervisory master key. The master code department number is preset to **00**.

The individual department codes are used to access and operate the terminal. During the setup procedure, you can assign department numbers from 1-98. You are also prompted to enter a 4-digit department code for each department. As each department enters their assigned department code to access and operate the terminal, the usage for each department is recorded on the department code report.

FUNCTION MANAGEMENT BY THE ADMINISTRATOR

By default, the "Department Code" function is deactivated when the terminal is first put into service.

Activating the department code

▼ **881 OK - ADVANCED FCT / DEPT. CODE / ACTIVATION**

☞ Using the browser's ▲ or ▼ keys, select **WITH**.

☞ Press **OK** to confirm; the function is activated.

Deactivating the department code

▼ **881 OK - ADVANCED FCT / DEPT. CODE / ACTIVATION**

☞ Using the browser's ▲ or ▼ keys, select **WITHOUT**.

☞ Press **OK** to confirm; the function is deactivated.

Setting the department codes

The administrator must enter the department number to be created, between 01 and 98; the number 00 is reserved for the administrator to enter his or her own department code and department name before being able to record other codes for different users.

- Entering the master[1] code.

▼ **882 OK - ADVANCED FCT / DEPT. CODE / NEW DEPT.**

The screen displays:

NEW DEPT..
00> FREE

☞ Using the browser's ▼ key, select **00**.

☞ Confirm by pressing **OK**.

The screen displays:

8821>DEPT. CODE
8822 DEPT. NAME

☞ Press **OK** to confirm the line **8821>DEPT. CODE**.

☞ The screen displays **MASTERCODE** and ****.

1. Code only attributed to the administrator.

☞ Using the ▼ key, go to the **** line and enter your 4-digit department code (remember this code).

☞ Confirm the code by pressing **OK**.

☞ Using the browser's ▼ key, select **8822 DEPT. NAME** and press **OK**.

☞ Using the alphabetical keypad, enter the name you want to give to your department (maximum 20 characters).

☞ Confirm your department name by pressing **OK**.

Creating a department code

Only the administrator, using the Mastercode is able to attribute other department codes.

☞ Enter your mastercode and confirm by **OK**.

▼ **882 OK - ADVANCED FCT / DEPT. CODE / NEW DEPT.**

☞ Enter a number between **01** and **98** or select a free number using the ▲ or ▼ keys, as shown on the terminal's display.

☞ Confirm your selection by pressing **OK**.

The screen displays:

```
8821>DEPT. CODE
8822  DEPT. NAME
```

☞ Press **OK**; the screen displays:

```
DEPT. CODE
 * * * *
```

☞ Enter a 4-digit code (remember it); if this code is already used by another service, the terminal displays "**CODE ALREADY USED**". In this case, enter another code.

☞ Confirm your selection by pressing **OK**.

The terminal also asks you if you want to be able to modify the department name. Press **OK** then the ⓥ key to return to the main menu.

Deleting a department code

The administrator can also delete a department code to prevent the department associated with it having any access to the terminal functions.

☞ Enter your administrator mastercode.

▼ **883 OK - ADVANCED FCT / DEPT. CODE / DELETE**

☞ Enter the number of the department code you want to delete or search for it using the ▲ or ▼ keys.

☞ Confirm by pressing **OK**. A confirmation screen is displayed. Press **OK** again to confirm the deletion. Once confirmed, the department code number becomes free again and the counters also associated with this number will be erased.

Caution - If the administrator deletes his or her own department code all the other department codes will also be deleted.

Printing a department code

The administrator may print reports for each department entered. These reports show the department number (between 01 and 98), its name, the associated access code and the number of pages transmitted and copied by this department.

▼ 884 OK - ADVANCED FCT / DEPT. CODE / PRINT

☞ Enter the number of the department you want to print and confirm by pressing **OK**.

The terminal begins printing the report, as shown in the illustration below.

**** CODES DEPARTEMENT ****

Nom : Durand Numéro : 0987654321 Date : 12-12-04 14:20

Département	01
Nom Département	FAX LASER
Code Département	3178
Pages émises	1589
pages copiées	2890

Printing the department report

The administrator may print reports for all the departments created. To do so:

▼ 884 OK - ADVANCED FCT / DEPT. CODE / PRINT

☞ Enter the administrator department number **00** and confirm by pressing **OK**. The terminal prints the report, as shown in the illustration below.

**** CODES DEPARTEMENT ****

Nom : Durand Numéro : 0885654321 Date : 12-12-06 14:20

Dépt.	Nom Département	Code Dépt.	Page émises	Pages copiées
00	Master	1234	1258	3698
001	Bureau 44	6589	2596	1589
002	Bureau 85	2574	3561	4587
003	Bureau 47	1593	1897	5984

USE OF THE DEPARTMENT CODES BY A DEPARTMENT

To access the different terminal functions, each department must enter its own access code as delivered by the administrator. When the "**DEPARTMENT CODE**" function is activated, the screen displays:

```
THU  20 FEB  10:15
ENTER DEPT. CODE
```

☞ Press on the numerical keypad only (pressing any other keys will sound beeps).

The screen displays:

```
ENTER DEPT. CODE
* * * *
```

☞ Enter your department's access code (as provied by the administrator). If this code is correct, the terminal will grant you access to all the functionalities available, except for menu **88** as this is reserved for the administrator. If the access code does not correspond to any services, the terminal displays "**WRONG CODE"**.

Printing a user department code

Each department may print the data of its own department code.

☞ If the "Department Code" function is activated, enter your 4-digit numerical access code and confirm by pressing **OK**.

▼ **59 OK - PRINT / DEPART. CODES**

The terminal prints the data for your own department's department code.

Remark: If the mastercode is enter the terminal prints the summary of the accounts.

CHARGE CODE

ENTERING THE CHARGE CODE

The charge code is a number that is sent on-line after your correspondent's fax machine number. To add a charge code after entering your correspondent's number you must press the (c) key. This inserts the "+" symbol after the number and you may then type your charge code.

Example:

TO:
9738088444+****

The charge code will always be hidden.

The maximum length that can be entered is 30 characters. When dialing, only the digits are sent on the line. The "+" symbol inserted is not sent. In the example above, the number **97380884440123** is dialed.

If your equipment is connected to a private exchange (PABX), enter the prefix (number used by your PABX to access the telephone network, for example 0), followed by a "/" (or pause).

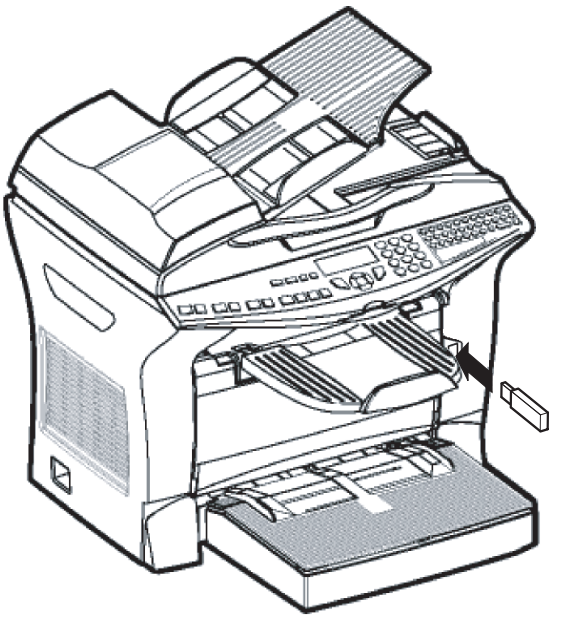
When a charge code is used, the transmission reports and the terminal log printout contains the correspondent's number followed by the charge code's "+" symbol.

USB MEMORY KEY

You can connect a USB memory Key on the front side of your terminal. The files stored in TXT, TIFF and JPEG formats will be analyzed and you will be able to realize the following actions:

- print the stored files contained in your USB memory key,
- delete the files contained in your USB memory key,
- run an analysis on the contents of the inserted USB memory key,
- digitize a document on your USB memory key.

USE OF THE USB MEMORY KEY



PRINT YOUR DOCUMENTS

You can print the stored files or a list of the files located in the USB memory key.

Print the list of files located in the key

▼ 02 OK - MEDIA / PRINT DOCUMENT

▼ 021 OK - MEDIA / PRINT DOCUMENT / LIST

☞ Insert the USB memory key on the front side of the terminal respecting the way of insertion.

☞ **MEDIA ANALYSIS** appears on the screen.

☞ Select **PRINT DOCUMENT** with the ▲ or ▼ buttons and confirm with **OK**.

☞ Select **LIST** with the ▲ or ▼ buttons and confirm with **OK**.

☞ The list is shown in a table with the following informations:

- the analyzed files are indexed in an incremental 1 by 1 order,
- the files name with their extension,
- the date of the files last save,
- the files size in Kbytes

Print the files located in the key

▼ 022 OK - MEDIA / PRINT DOCUMENT / FILE

☞ Insert the USB memory key on the front side of the terminal respecting the way of insertion.

☞ **MEDIA ANALYSIS** appears on the screen.

☞ Select **PRINT DOC.** with the ▲ or ▼ buttons and confirm with **OK**.

☞ Select **FILE** with the ▲ or ▼ buttons and confirm with **OK**.

☞ You have three possibilities to print your files:

- **ALL**, to print all the files located in the USB memory key.
- Select **ALL** with the ▲ or ▼ buttons and confirm with **OK**. The printing is started automatically.
- **SERIE**, to print several files located in the USB memory key.
- Select **SERIE** with the ▲ or ▼ buttons and confirm with **OK**.
- ***FIRST FILE*** and the first indexed file appears on the screen, select with the ▲ or ▼ buttons the file to print and confirm with **OK**. A star (e) appears on the left side of the file.
- ***LAST FILE*** appears on the screen, select with the ▲ or ▼ buttons the other files to print and confirm with **OK**.
- Press the ◇ button. **COPIES NUMBER** appears on the screen, enter the desired number of copies with the digital keypad and confirm with **OK** to start printing.
- **SELECTION**, to print only one file located in the USB memory key.
- Select with the ▲ or ▼ buttons the file to print and confirm with **OK**. **COPIES NUMBER** appears on the screen, enter the desired number of copies with the digital keypad and confirm with **OK** to start printing.

☞ Quit this menu by pressing the ▽ button.

DELETE YOUR FILES LOCATED IN THE KEY

You can delete files located in your USB memory key

▼ 07 OK - MEDIA / DELETE

▼ 071 OK - MEDIA / DELETE / MANUAL

☞ Insert your USB memory key on the front side of your terminal respecting the way of insertion.

☞ **MEDIA ANALYSIS** appears on the screen.

☞ Select **DELETE** with the ▲ or ▼ buttons and confirm with **OK**.

☞ Select **MANUAL** with the ▲ or ▼ buttons and confirm with **OK**.

☞ You have three possibilities to delete your files:

- **ALL**, to delete all the files located in the USB memory key.
- Select **ALL** with the ▲ or ▼ buttons and confirm with **OK**.
- You come back to the previous menu.
- **SERIE**, to delete several files located in the USB memory key.

- Select **SERIE** with the ▲ or ▼ buttons and confirm with **OK**.
- ***FIRST FILE*** and the first indexed file appears on the screen, select with the ▲ or ▼ buttons the file to delete and confirm with **OK**. A star (e) appears on the left of the file.
- ***LAST FILE*** appears on the screen, select with the ▲ or ▼ buttons the other files to delete and confirm with **OK**.
- Press the ⓘ button.
- You come back to the previous menu
- **SELECTION**, to delete only one file located in the USB memory key.
- Select with the ▲ or ▼ buttons the file to delete and confirm with **OK**. You come back to the previous menu.

☞ Quit this menu by pressing the ⓥ button

Setting up the USB memory key file deletion to record new scans

☞ In the media menu, select **DELETE** by means of the ▲ or ▼ keys and the **OK** key or use the **7** key of the numerical keyboard,

▼ 07 OK - MEDIA / DELETE

☞ Select **AUTOMATIC**,

☞ Select **SCAN MODE**,

▼ 071 OK - MEDIA / DELETE / MANUAL

☞ When you select **WITH**, the oldest documents in the USB memory key will be deleted in order to record a scanned document, if the scan occupies more memory than the free space remaining on the device;

OR

☞ When you select **WITHOUT**, documents on the USB memory key will not be deleted. With the **WITHOUT** option, the scan will not be recorded on the USB memory key if the necessary memory space has not been made available beforehand..

ANALYSE THE USB MEMORY KEY CONTENT

After an inactivity period, your terminal comes back to the main menu. You can see again the USB memory key. To do so, proceed as follows.

▼ 08 OK - MEDIA / MEDIA ANALYSIS

☞ Press on ▼, enter **08** with the keyboard.

☞ The USB memory key analysis is started.

☞ You can print or delete the detected files located in your USB memory key. Refer to the previous chapters.

SAVE A DOCUMENT ON A USB MEMORY KEY

This function allows you to digitize and save a document directly in a USB memory key.

☞ Place the document to be copied, side to be copied against the glass.

☞ Insert the USB memory key in the USB connector of your multifunction device.

The USB memory key analysis is started.
When the analysis is finished, the **MEDIA** menu is displayed.

☞ Select **SCAN TO** with the ▲ or ▼ buttons then confirm with the **OK** button.

Caution - you can also access this function in two other ways:

- By pressing the **SCAN** button of the terminal deck then by selecting **SCAN-TO-MEDIA**.

By pressing the ▼ button from the screen saver then by typing 03 on the digital keyboard.

☞ Choose the **COLOUR** between **BLACK&WHITE** and **COLOUR** with the ▲ or ▼ buttons and the button **OK**.

☞ With the alphanumeric keyboard, give a name to the scan file (up to 20 characters) and confirm with **OK**.

☞ Choose the scan format between **IMAGE** and **PDF**, and confirm to start the scan and the recording of the document.
IMAGE allows to have the same kind of file as a photo. **PDF** is a format for the digital documents creation.

The beginning button ◇ allows to start immediately the scan and send a file to the support with the parameters defined in the analysis format.

With the **IMAGE** format, if you have selected **BLACK&WHITE** the picture will be saved in TIFF format, if you have selected **COLOUR** the picture will be saved in JPEG format.

MAIL BOX (MBX FAX)

There are 32 mailboxes (MBX), enabling you to transmit documents in complete confidence using an access code (named code MBX), to all subscribers equipped with a fax compatible to yours.

MBX 00 is public. It is handled directly by the terminal to record the messages of the fax TAD as soon as this is put into service.

MBX's 01 to 31 are private. Each is password-protected. They can be used to receive documents confidentially.

The use and access to MBX 01 - 31 are conditioned by the **initialisation**, defined by a MBX code (if needed) and a mnenonic (its **S.I.D.)**.

Later you may:

- **modify** the features of an MBX
- **print the contents** of an MBX, only possible if the MBX contains one or more documents (with a star next to the MBX). When the contents of an MBX have been printed it becomes empty
- **delete** an MBX, only if the MBX is initialised and empty
- **print the the list** of your fax machine's MBX's

You may receive and send through an MBX in complete confidentiality.
The deposit a document into your MBX, the access code is not needed. All documents deposited in a MBX are added to the ones already present.

In polling, the MBX are only accessible with an MBX code.

You may perform MBX deposits or polls by:

- depositing a document in **a fax MBX**
- transmit to **deposit a document in a remote fax MBX**
- perform **document poll from a remote fax**.

MBX MANAGEMENT

Creating an MBX

▼71 OK - MAILBOXES / CREATE MBX

☞ Select a free MBX out of the 31 MBX or directly enter the number of a free MBX and confirm with **OK**.

☞ Select option **MAILBOX CODE** and press **OK**.
Value 0000 is always displayed.

☞ Enter the code of your choice, if needed, and press **OK**.

☞ Select option **MAILBOX NAME** and press **OK**.

☞ Enter this MBX 's S.I.D. (20 characters max.) and press **OK**.
The MBX is initialised. If you wish to initialise another, press C and repeat the same procedure.

☞ To exit the MBX, press ⓥ.

Modifying the features of a MBX

▼71 OK - MAILBOXES / CREATE MBX

☞ Select a free MBX out of the 31 MBX or directly enter the number of a free MBX and confirm with **OK**.

☞ Enter the code of this MBX, if there is one, and confirm with **OK**.

☞ Select the menu **MAILBOX CODE** or **MAILBOX NAME**, then confirm your choice with **OK**.

☞ Perform data modification of the menu and confirm with **OK**.

☞ If needed, repeat the last two steps for the other menu.

Printing the contents of a MBX

▼73 OK - MAILBOXES / PRINT MBX

☞ Select a free MBX out of the 31 MBX or directly enter the number of a free MBX and confirm with **OK**.

☞ Enter the code of the MBX, if there is one, and confirm with **OK**.

All documents found in the MBX are printed and the MBX is emptied.

Deleting a MBX

Before deleting an MBX, you need to make sure it is empty, by printing its content.

▼74 OK - MAILBOXES / DELETE MBX

☞ Select a free MBX out of the 31 MBX or directly enter the number of a free MBX and confirm with **OK**.

☞ Enter the code of the MBX, if there is one, and confirm with **OK**.

☞ Confirm MBX deletion, by pressing **OK** key.

The MBX is deleted and will appear as a free MBX in the list.

Printing the MBX list

▼75 OK - MAILBOXES / PRT MBX LIST

The list gives the status of each MBX.

MBX deposit in your fax

☞ Insert the document in the fax machine's feeder.

☞ Select **▼72 OK - MAILBOXES / DEPOSIT MBX** and confirm with **OK**.

☞ Select a free MBX out of the 31 MBX or directly enter the number of a free MBX and confirm with **OK**.

The document is placed in the feeder and saved in the selected MBX.

MBX deposit in a remote fax

☞ Insert the document in the fax machine's feeder.

☞ Select **▼35 OK - FAX / MBX SENDING** and confirm with **OK**.

☞ Enter your subscriber's number for MBX deposit or choose your dialling mode (refer to paragraph **Dialling**, page 5-3) and validate with **OK**.

☞ Enter the subscriber's MBX number and confirm with **OK**.

☞ If you wish to delay transmission, enter the new transmission time next to the current time and press **OK**.

☞ If you wish to modify the document feed type, select one of the options **FEEDER** or **MEMORY**, and press **OK**.

☞ If you wish, you may enter the number of pages of your document before transmitting the confirm your choice with **OK**.

☞ Confirm the transmission request to a remote MBX fax by pressing key ◇ .

In the case of an immediate transmission, the document is sent immediately.

If the document is set for a postponed transmission the document will be stored in the memory and sent at the requested time.

MBX polling from a remote fax

▼36 OK - FAX / MBX POLLING

- ☞ Enter your subscriber's number for MBX deposit or choose your dialling mode (refer to paragraph **Dialling**, page 5-3) and validate **OK**.
- ☞ Enter the subscriber MBX number and press **OK**.
- ☞ Enter this MBX access code and press **OK**.
- ☞ If you wish to delay the poll time, enter the departure time next to the current time.
- ☞ Confirm the MBX poll request by pressing key . ◇ .

*As soon as the remote fax is subscribed, either immediately or later, the document(s) in the remote fax MBX are receveid in your fax.

Remark: please check for remote fax compatibility.

6 MAINTENANCE

MAINTENANCE

GENERAL

To ensure the best operating conditions for your fax, it is recommended that you regularly clean the inside.

For normal usage, please respect the following rules:

- Never leave the cover open unless required.
- Protect the terminal from direct sunlight.
- Do not attempt to oil the terminal.
- Always gently close the cover and avoid vibrations.
- Do not open the cover while printing.
- Never try to dismantle the terminal.
- Do not use paper that has stayed in the paper tray for a long time.

Look at the safety rules in the **Safety and Environment** chapter at the end of this user manual.

REPLACING THE CONSUMABLES (TONER AND DRUM)

To check the remaining capacities of the consumables:

▼ 86 OK - ADVANCED FCT / CONSUMABLES

The toner cartridge and the drum cartridge come with a chip card.

After replacing a consumable item in the printer, you need to inform the terminal about its features.

For this purpose, the chip card supplied with each toner cartridge must be read by the terminal each time a new consumable item is installed.

Replacing cartridges

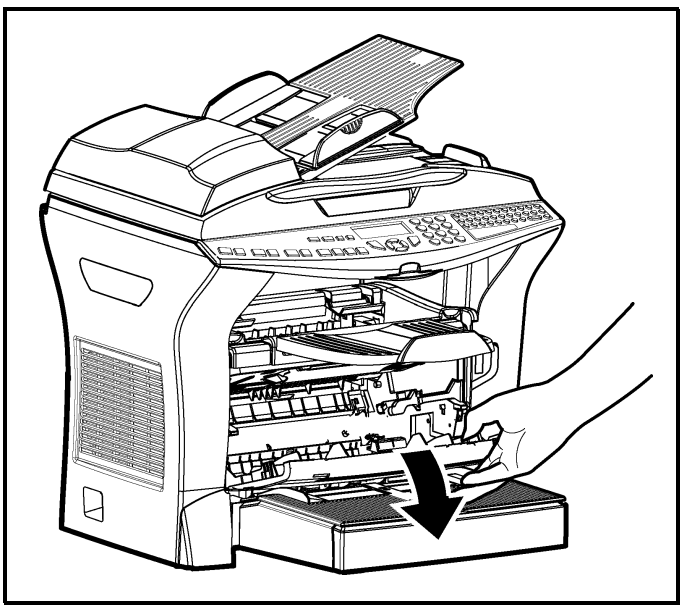
Replacing the toner cartridge

To replace the toner cartridge, proceed as shown below.

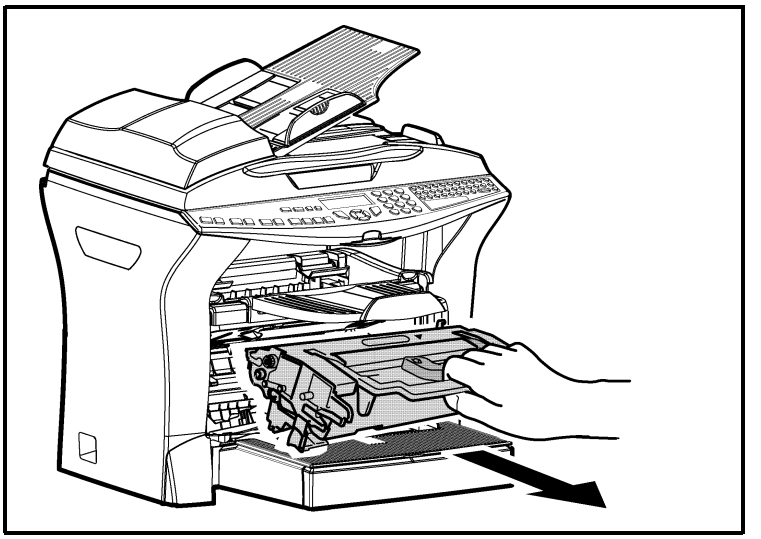
When the display shows:

```
CHANGE TONER
<OK>  TO CONFIRM
```

☞ 1 - Open the printer cover.

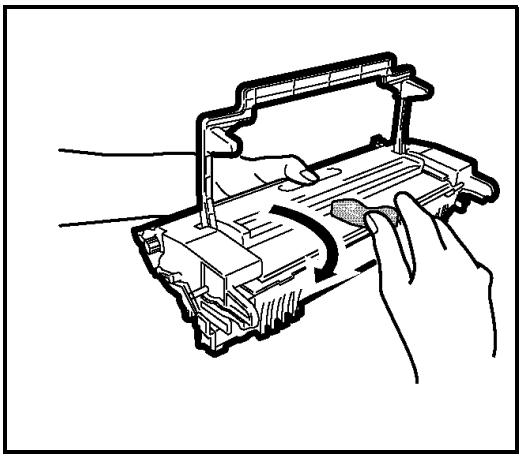


Caution - **The fusing unit** located inside the printer may become very hot during operation. **To avoid injury - do not touch**.

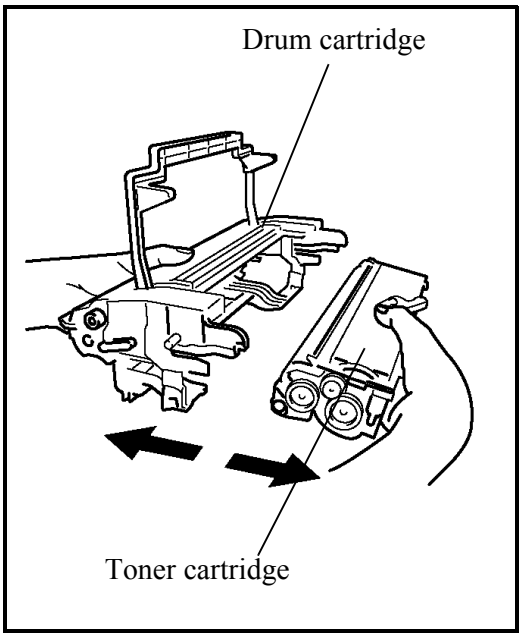


☞ 2 - Remove the drum/toner cartridge assembly. **In order to protect the environment, do not throw away the used toner cartridge. Used cartridges should be disposed of in accordance with local regulations concerning waste materials**.

☞ 3 - Unlock the toner cartridge by turning the blue locking clip as shown in the illustration below.

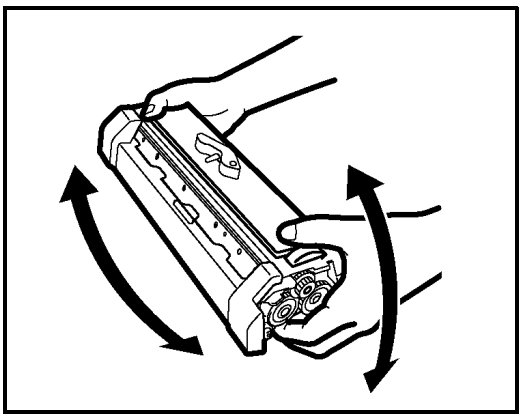


☞ 4 - Separate the drum cartridge from the toner cartridge.

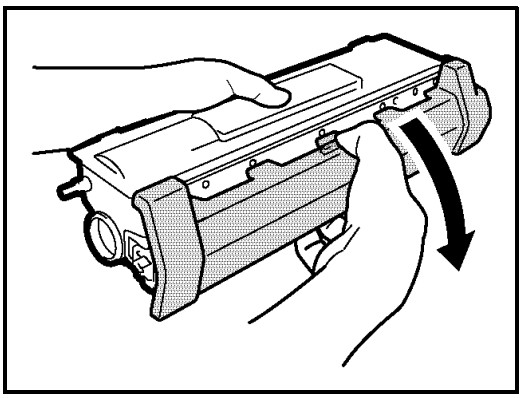


☞ 5 - Remove the new toner cartridge from its box, holding it firmly in both hands.

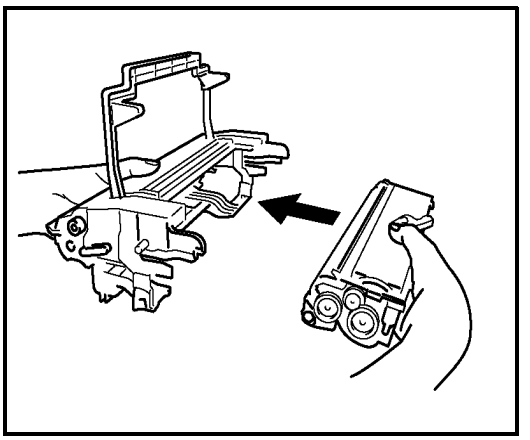
☞ 6 - Shake the toner cartridges alternately in the directions shown by the arrows in the illustration below.



☞ 7 - Remove the protective plastic strip from the cartridge as shown below.

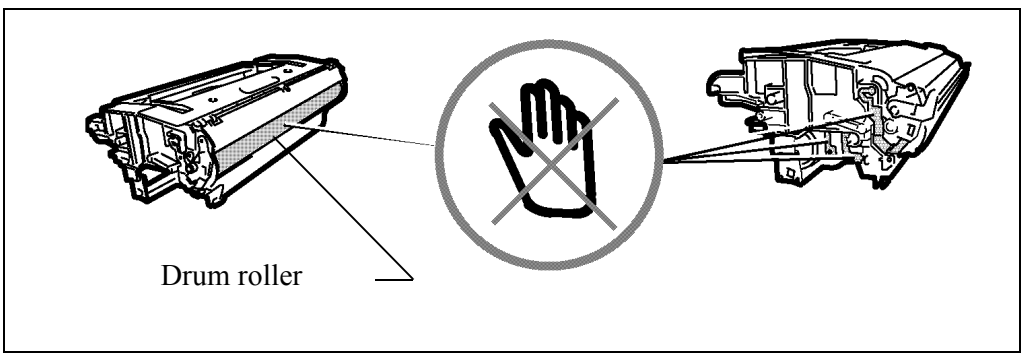


☞ 8 - Insert the new toner cartridge in the drum cartridge until locked in place.

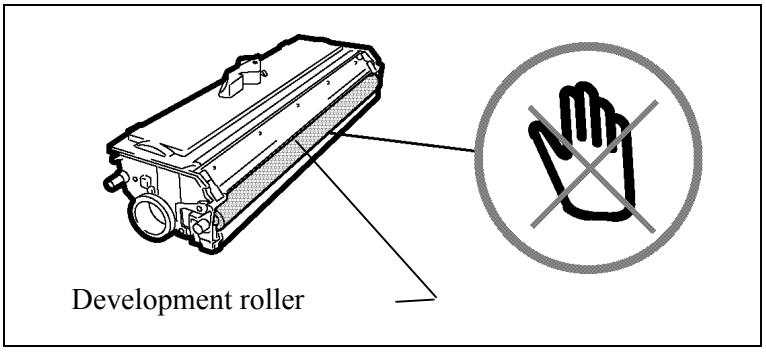


Caution - Make sure not to touch the green coloured drum roller located under the fold away flap of the drum cartridge, which could cause deterioration to the print quality of your faxes and your local photocopies.

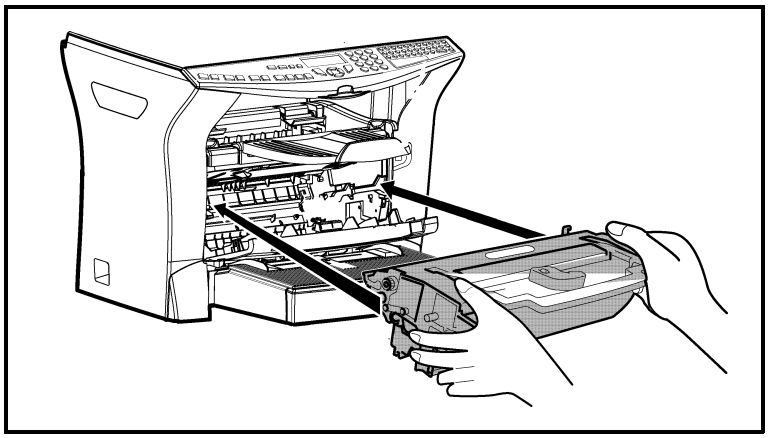
Caution - Do not touch the metal parts located on the side of the toner/drum cartridge set as shown below, to prevent causing damage due to possible static electricity discharges.



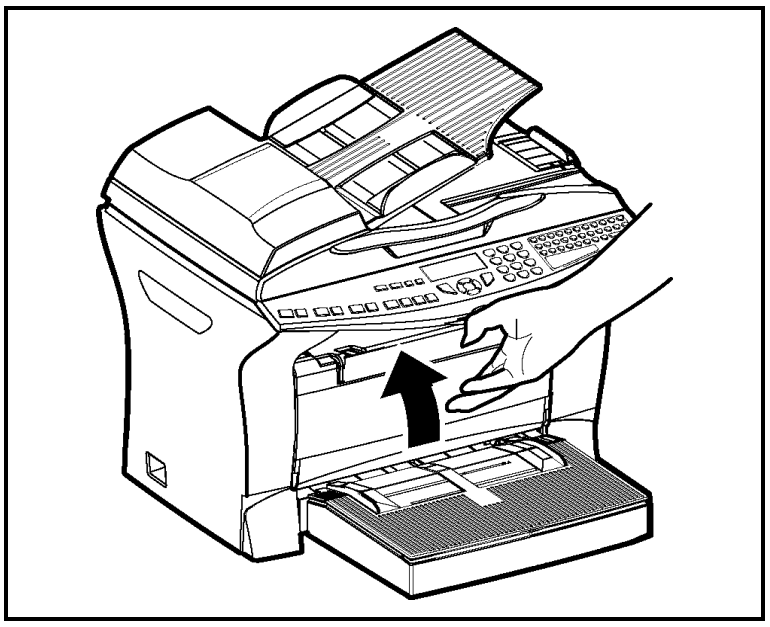
Caution - Make sure not to touch the black colored development roller located in front of the toner cartridge, which would cause downgrading to the print quality of your faxes and your local photocopies.



☞ 9 - Insert the toner/drum cartridge in the printer as shown below.



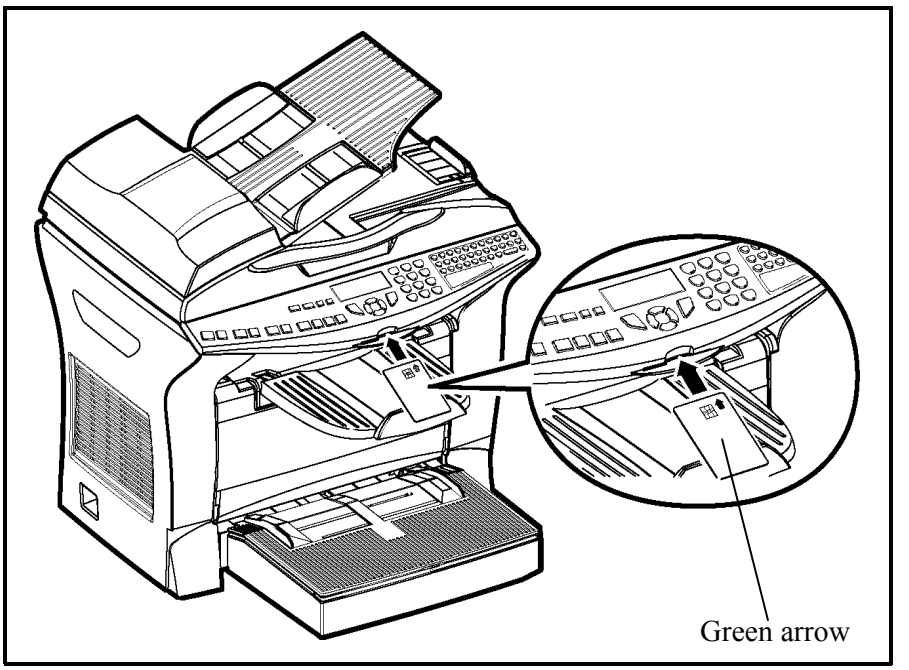
☞ 10 - Close the printer cover pressing it carefully but firmly until it clicks into position.



☞ Press **OK** on the scanner keypad. The display shows:

TUE 02 APR 13:39
INSERT GAUGE CARD

☞ Insert chip card (supplied with the toner cartridge) into the card reader ensuring that the chip is entered as shown in the drawing below.



☞ The following is displayed on the scanner control panel screen:

CHANGE TONER ?
YES= OK - NO= C

☞ Press **OK**.

☞ Once the chip card has been read, the display shows:

TONER OK
REMOVE CARD

☞ Remove the card.

Caution - If the following is displayed, check that you have inserted the chip card the right way up:

CANNOT READ CARD
REMOVE CARD

Caution - If the following is displayed, get out your card and insert it in the other way up, following the green arrow.

CANNOT READ CARD
CHECK WAY UP

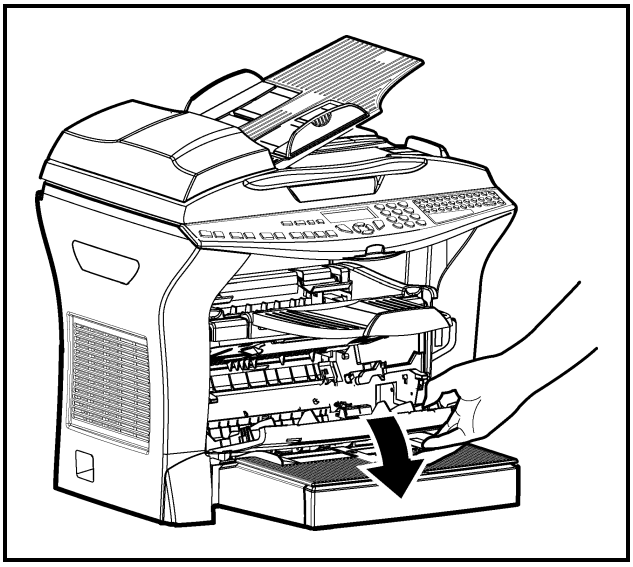
Replacing the drum cartridge

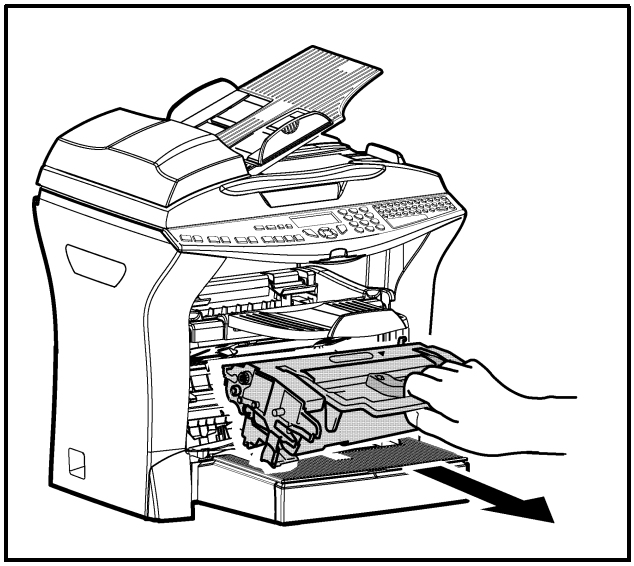
To replace the drum cartridge, proceed as shown below:

When the display shows:

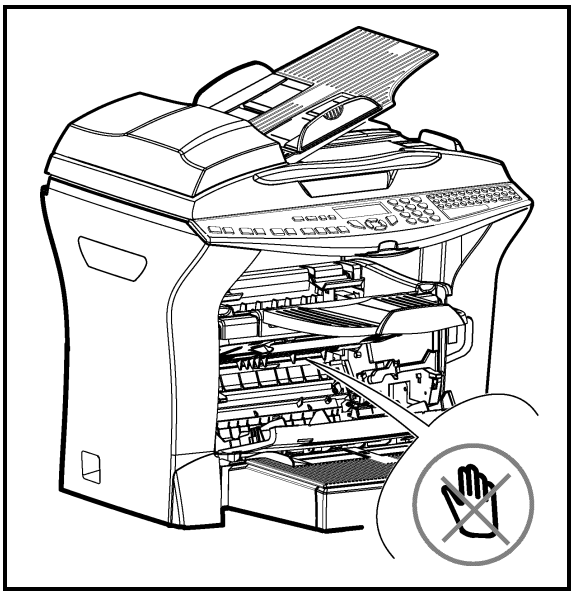
CHANGE DRUM
<OK> TO CONFIRM

☞ 1 - Open the printer cover.



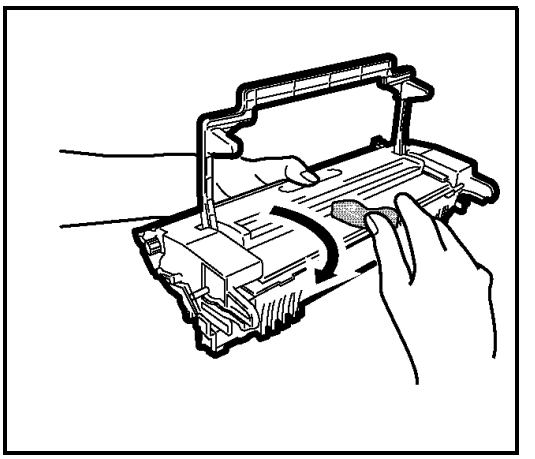


☞ 2 - Remove the former toner/drum cartridge set. **To preserve the environment, do not throw the spent drum cartridge into the dustbin. Dispose of the drum cartridge according to the local regulations in force.**

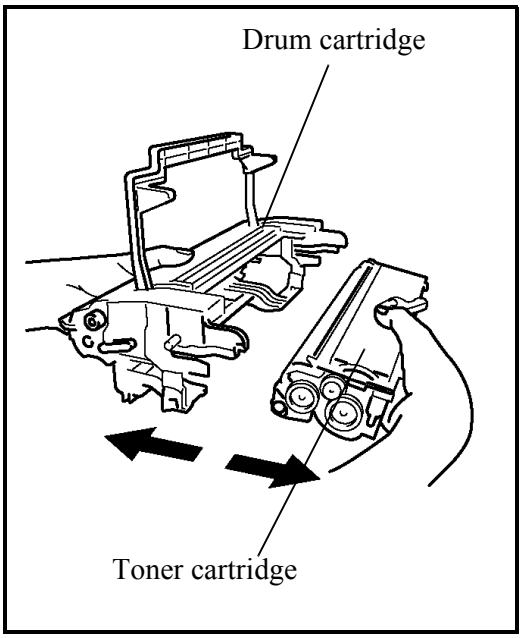


Caution **- The fusing unit located inside and at the bottom of the printer may become burning hot when the terminal operates. Avoid touching it; you could hurt yourself.**

☞ 3 - Unlock the toner cartridge by turning the blue locking clip in the direction shown in the illustration below.



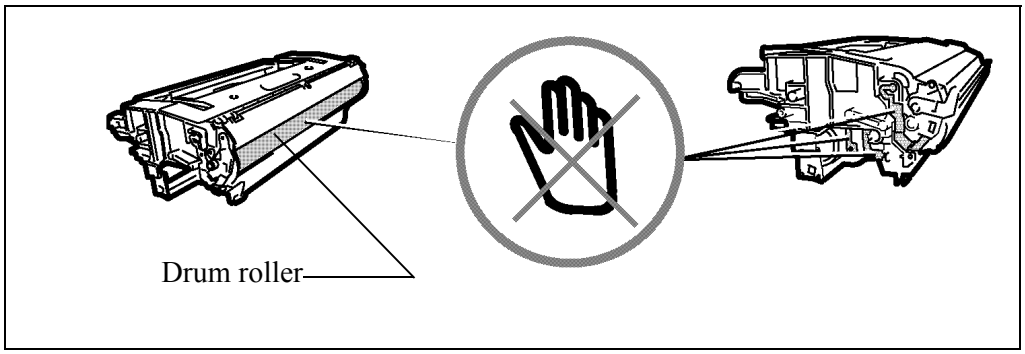
☞ 4 - Separate the drum cartridge from the toner cartridge.



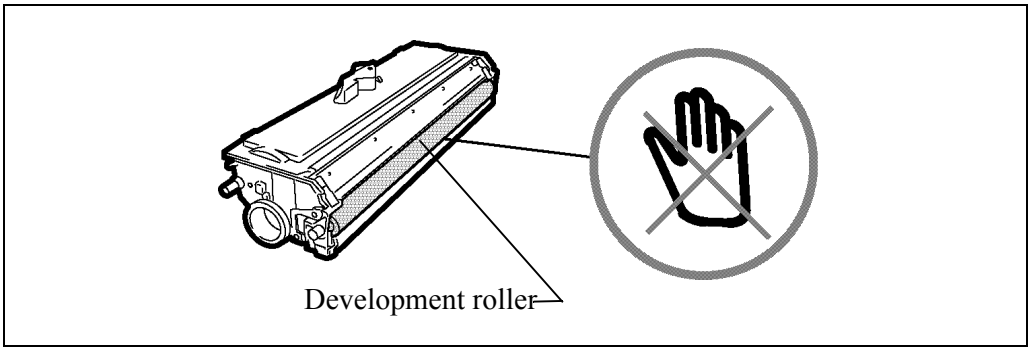
☞ 5 - Remove the new drum cartridge from its box, holding it firmly in both hands.

Caution - Make sure not to touch the green coloured drum roller located under the fold away flap of the drum cartridge, which could cause deterioration to the print quality of your faxes and your local photocopies.

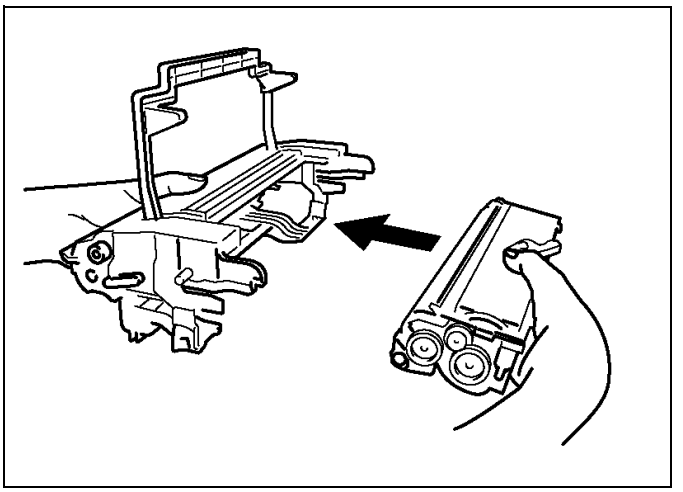
Caution - Do not touch the metal parts located on the side of the toner/drum cartridge set as shown below, to prevent causing damage due to possible static electricity discharges.



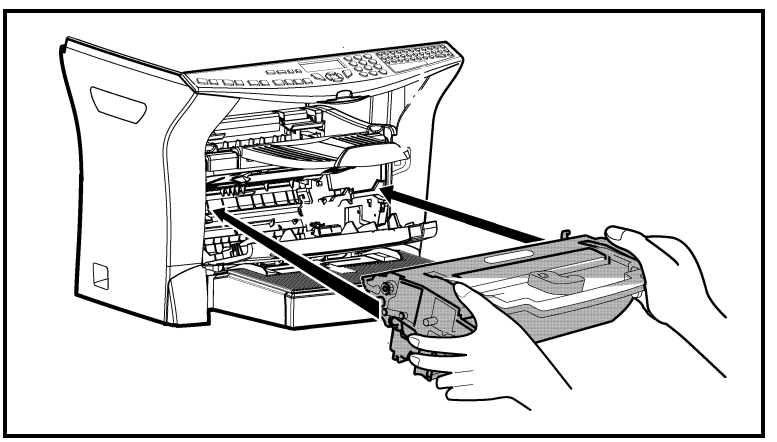
Caution - Make sure not to touch the black colored development roller located in front of the toner cartridge, which would cause downgrading to the print quality of your faxes and your local photocopies.



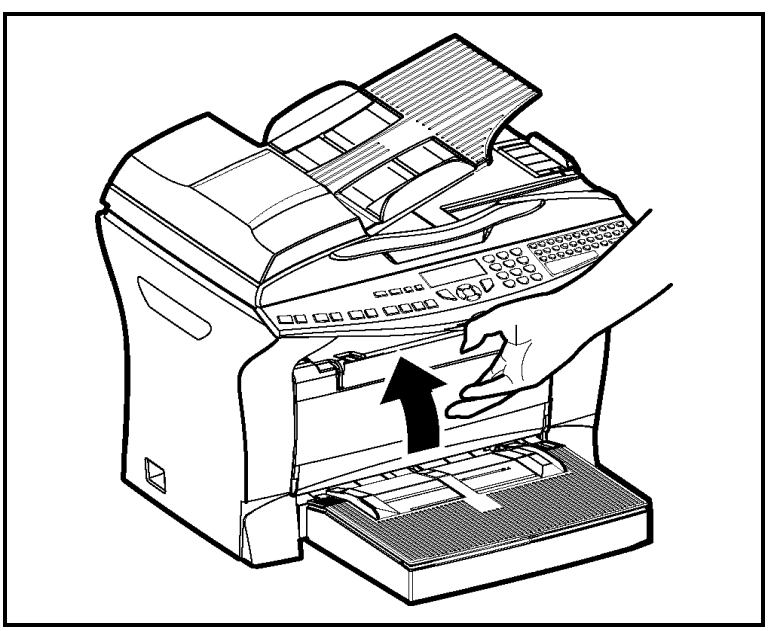
☞ 6 - Insert the new toner cartridge in the drum cartridge until locked in place.



☞ 7 - Insert the toner/drum cartridge in the printer as shown below.



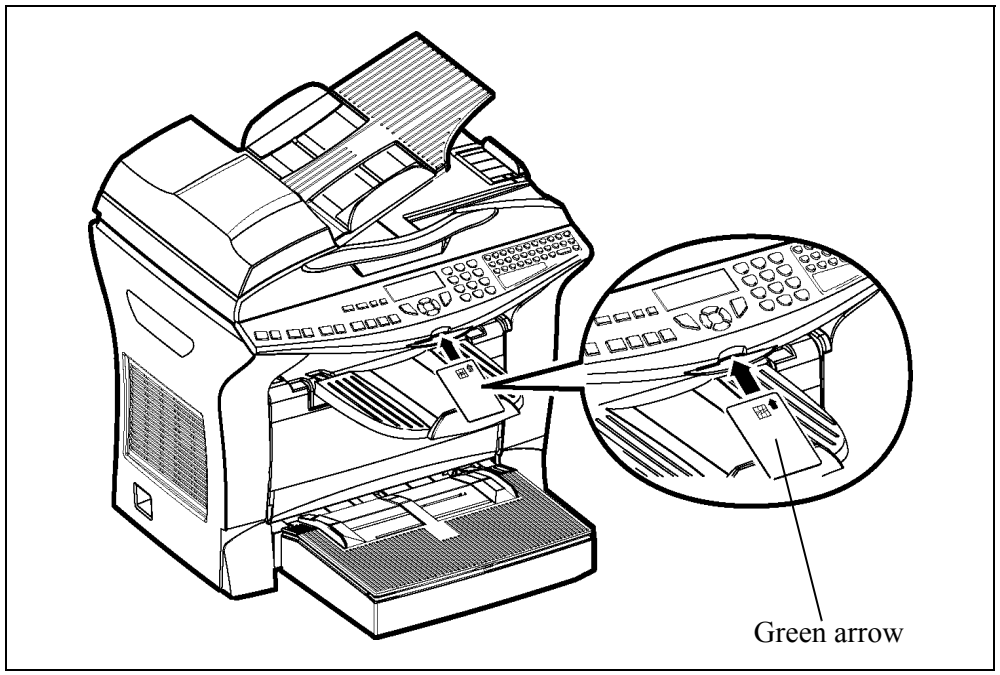
☞ 8 - Close the printer cover pressing it carefully but firmly until it clicks into position.



☞ Press the **OK** key on the scanner control panel. The display shows:

```
TUE 02 APR 13:39
INSERT GAUGE CARD
```

☞ Insert the gauge card (supplied with the drum cartridge) into the card reader ensuring that the chip is entered as shown in the drawing below.



☞ The following is displayed on the scanner control panel screen:

```
CHANGE DRUM ?
YES= OK - NO= C
```

☞ Press **OK**.

☞ Once the chip card has been read, the display shows:

```
DRUM  OK
REMOVE CARD
```

☞ Remove the card.

Caution - If the following is displayed, check that you have inserted the chip card the right way up:

```
CANNOT READ CARD
REMOVE CARD
```

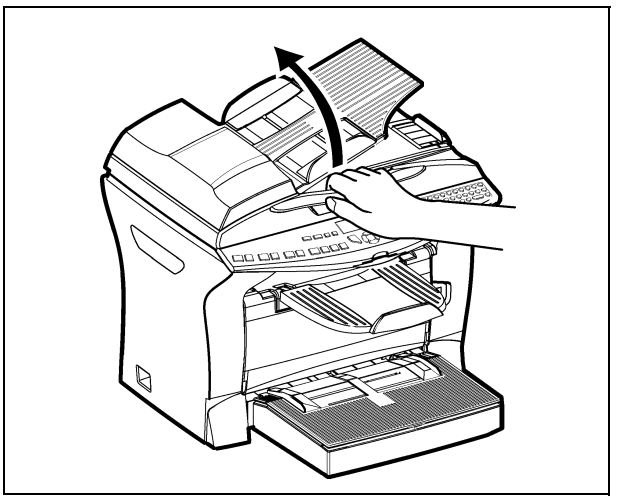
Caution - If the following is displayed, get out your card and insert it in the other way up.

```
CANNOT READ CARD
CHECK WAY UP
```

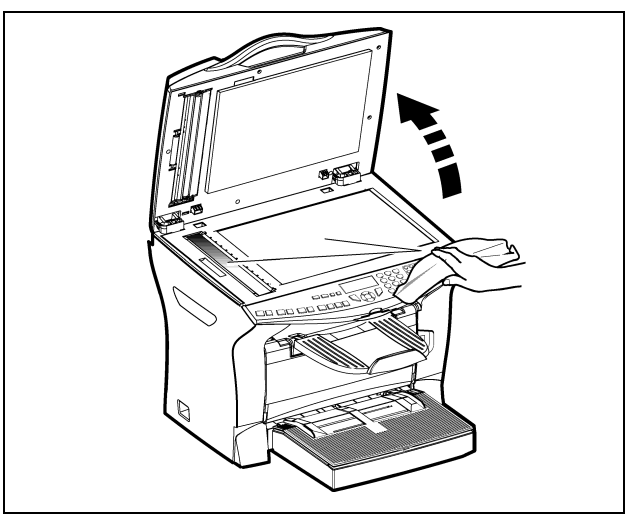
CLEANING

Cleaning the scanner's reading devices

When one or more vertical lines appear on transmitted copies or faxes, follow these steps :



☞ Open the scanner cover by pushing it backwards until held vertically in position.



☞ Clean the two transparent scanning windows with a soft, lint-free cloth, dampened with alcohol.

☞ Close the scanner cover.

☞ Make a copy to check that the symptoms have been cleared.

Cleaning the printer

Dust, dirt and paper debris on the outer surfaces and inside the printer can interfere with printer performance. Clean the printer regularly.

Caution - Use a soft cloth to clean the printer. Never use abrasive or corrosive detergents.
The fusing unit can become very hot during operation. To avoid injury - do not touch.
Wait for at least 10 minutes after the printer has been turned off and make sure that the fusing unit has cooled before cleaning the interior of the printer.

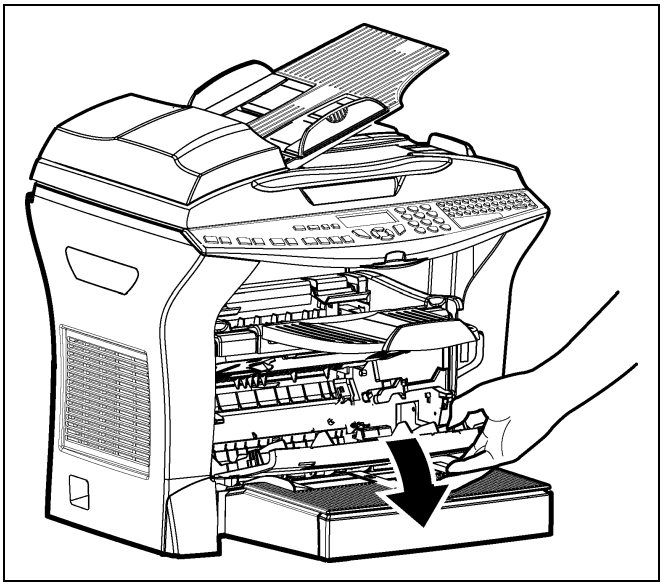
Cleaning the outside of the printer

Clean the outside of the printer with a smooth duster.

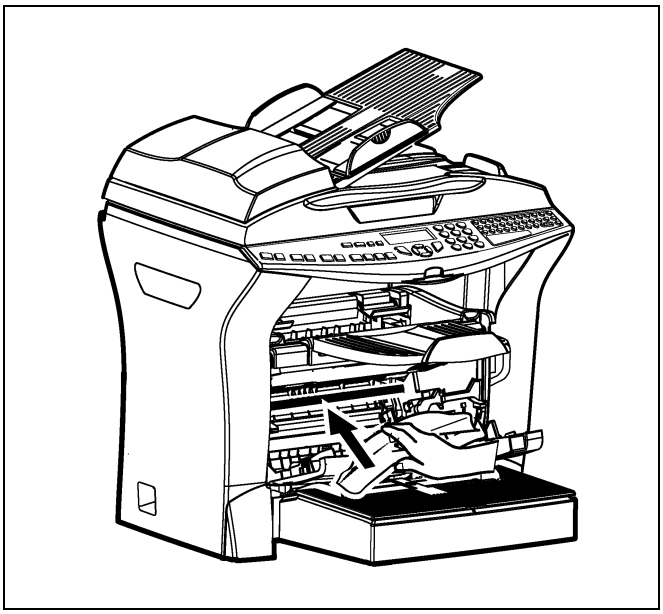
Cleaning the paper feed roller

☞ 1 - Turn off the printer and unplug the power cord.

☞ 2 - Remove the drum/toner cartridge set from the terminal.



☞ 3 - Use a soft cloth to clean the paper feed roller.



☞ 4 - Put the drum/tone cartridge set back in place and refer to paragraph **Replacing cartridges**, page 6-2.

☞ 5 - Close the printer cover, connect the power lead and power the terminal using the switch located on the front left hand side.

Caution - **The fusing unit located** inside the printer above the paper supply roller may become burning hot during terminal operation. Avoid touching it ; you could hurt yourself.

SERVICING

For guaranteed performance of your terminal, some maintenance work (replacing the fusing unit and the transfer roll) has to be done on the printer approximatly every 50,000 printed pages. Please contact your supplier for this operation.

SCANNER CALIBRATION

You can perform this operation when the quality of photocopied documents is no longer satisfactory.

▼ 80 OK - ADVANCED FCT / CALIBRATION

☞ Confirm your choice by pressing the **OK** key.

INCIDENTS

COMMUNICATION ERRORS

If the communication fails, the fax advises you of an automatic retry later.

Example of what is displayed:

Current time	**FRI 11 SEP 20:13**
Time of next try	**0142685014 20:18**

Transmission from the feeder

You have the choice between:

- waiting until the transmission takes place at the given time
- restarting the transmission immediately by pressing ◇
- abandoning transmission by pressing ▽. To eject the document, press ▽ again.

Transmission from memory

You have the choice between:

- waiting until the transmission takes place at the given time
- restarting the transmission using the transmission queue refer to paragraph **Immediately perform transmission from the waiting queue**, page 5-12). In this case, for a document composed of several pages, the transmission will take place from the page where the error occurred
- abandoning the transmission by deleting the corresponding command in the transmission line (refer to paragraph **Deleting a transmission on hold**, page 5-12).

The terminal makes at most 5 automatic redials. The non-transmitted document is automatically deleted from the memory and a transmission report is then printed together with an error code and the cause for transmission failure (see the communication error codes).

Communication error codes

The communication error codes appear in the logs and transmission reports.

General codes

Code 01 - Busy or no fax answer

This code appears after 6 unsatisfactory attempts. Call later.

Code 03 - User break

A communication has been stopped by the user pressing the ⊽ key.

Code 04 - Non programmed number

A number saved as a one-touch key or abbreviated number is not valid-check it. (Example: a delayed transmission was programmed with a one-touch key and this key has been deleted in the meantime).

Code 05 - Scanning default

An incident occurred with the scanner, for example, the sheet is jammed.

Code 06 - Printer default

An incident occurred in the printer: no paper, paper jam, opened cover... In the reception mode, this incident appears only if the reception parameter is switched to **WITHOUT PAPER** (refer to paragraph **Reception without paper**, page 3-7).

Code 07 - Disconnected

The link has been cut (bad line). Check the number and try again.

Code 08 - Quality

The document you sent was not well received. Contact your subscriber to see if you need to send again.

Code 0A - No document to be polled

You tried to poll a document from a subscriber who had not prepared his document (no deposit) or the password entered was incorrect.

Code 0B - Wrong number of pages

There is a difference between the number of pages indicated during preparation for the transmission and the number of pages sent- check the number of pages in the document.

Code 0C - Received document error

Ask the subscriber who called you to check the length of his document (it may be too long to be completely received).

Code 0D - Transmission failed

Ask the sender to resend the document.

Code 13 - Memory full

Your fax can no longer receive since its memory is full. There are too many received unprinted documents or too many documents in the transmission line.
Print the received documents and delete or transmit immediately the documents in the transmission line.

Code 14 - Memory full

Received document memory full.

Code 15 - Unknown mailbox number

You wish to deposit a document in a subscriber's mailbox. The mailbox number does not exist.

Code 16 - No Relay Bcst list Nr x

You requested a document relay from a remote fax but the fax has not programmed the list of subscribers requested.

Code 17 - Unknown mailbox number

You wish to recover a document from a subscriber's mailbox. The mailbox number does not exist.

Code 18 - Relay Bcst impossible

You requested a document relay from a remote fax which does not have the relay broadcast function.

Code 19 - Subscriber has stopped

The communication has been stopped by your subscriber. (Example: a fax wanted to poll your fax but there is no document deposited).

Code 1A - Disconnected

The transmission has not started. The telephone line is busy.

Code 1B - Transmission failed

During transmission: start again.
During reception: ask your subscriber to resend the document.

Internet codes

Codes 40 and 41 - No reply from supplier

The modem cannot connect to the Internet service provider. If this error always occurs, check the supplier's dial-up number.

Code 42 - Cannot access supplier

The service provider refuses the connection, the service is temporarily unavailable. If this error always occurs, check the Internet connection parameters.

Code 43 - Xmission server unavailable

Cannot connect to the SMTP server for sending mail, the service is temporarily unavailable. If the error always occurs, check the Internet e-mail and server parameters.

Code 44 - Reception server unavailable

Cannot connect to the POP3 server for mail reception, the service is temporarily unavailable. If the error always occurs, check the Internet e-mail and server parameters.

Code 45 - Supplier disconnected

The service is temporarily unavailable; try again later.

Code 46 - Xmission server disconnect

The SMTP server for sending mail is disconnected. The service is temporarily unavailable- try again later.

Code 47 - Reception server disconnect

The POP3 server for mail reception is disconnected. The service is temporarily unavailable- try again later.

Code 48 - Disconnection from Internet

The service is temporarily unavailable- try again later.

Code 49 - Cannot connect to Internet

Check the call number and eventually the associated prefix of the terminal.

To check the Internet parameters, print them by pressing in turn the keys ▼ , **9**, **4**, **5** and **OK**.

Code 50 - Server error

Check the number of the parametred SMS or an error occured when data were configured.

PRINTER ERRORS

Error messages

If the printer has one of the problems described below, the signal "On" flashes red, and you can't use your terminal temporarily. The corresponding message is displayed on the screen.

Message	Action
CHANGE TONER <OK> TO CONFIRM	Replace the toner cartridge. Proceed as indicated **Replacing the toner cartridge**, page 6-2.
CHANGE DRUM <OK> TO CONFIRM	Replace the drum cartridge. Proceed as indicated **Replacing the drum cartridge**, page 6-8.

Message	Action
CANNOT READ CARD CHANGE WAY UP	Insert your ship card in the other way up.
CLOSE FRONT COVER	Close the front cover of the printer.
CLOSE PRINTER UPPER COVER	Close the printer rear upper cover.
TONER NEAR END	The toner cartridge is nearly worn out (10% capacity left).
PAPER EMPTY	Install the paper tray. Fill the tray with paper in the required size.
PAPER JAM INSIDE	Open the tray. Remove the jammed sheet.
PAPER JAM EXTERNAL TRAY	Open the cover. Remove the jammed sheet from the print outlet.
PAPER JAM INTERNAL TRAY	Open the cover. Remove the jammed sheet from between the tray and the fusing unit.
PRINTER ERROR XX	Disconnect and reconnect the terminal. If the problem persists, contact your supplier.
PAPER SIZE ERROR	Check paper size (A4 / LETTER / ...).
PAPER JAM UPPER RV MODULE	Paper jam in top part of duplex module. Open the top access door of the module and remove the jammed sheet.
PAPER JAM LOWER RV MODULE	Paper jam in bottom part of duplex module. Open the bottom access door of the module and remove the jammed sheet.
CHECK PAPER TYPE	Verify that the paper type used complies with manufacturer data (refer to paragraph **Characteristics**, page 6-26).
PAPER JAM INSIDE	Verify the paper size of the duplex module and check that it corresponds effectively to manufacturer data (refer to paragraph **Characteristics**, page 6-26).

Printer paper jam

Inside the printer

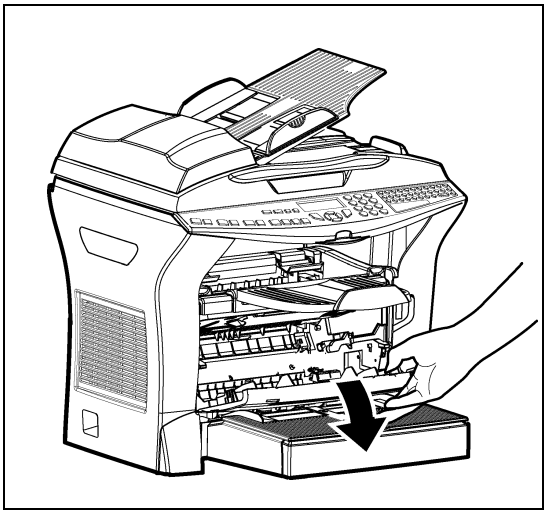
☞ Use the following procedure to remove any sheets of paper jammed inside the printer.

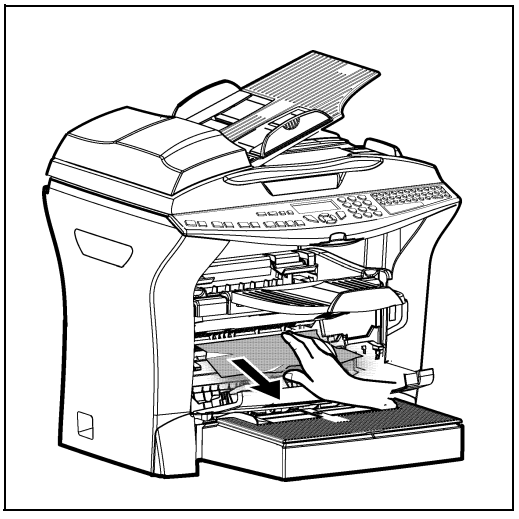
Caution - The fusing unit inside the printer can become very hot during operation. To avoid injury - do not touch.

☞ Open the front cover of the printer.

☞ Remove the toner/drum cartridge set from inside the printer.

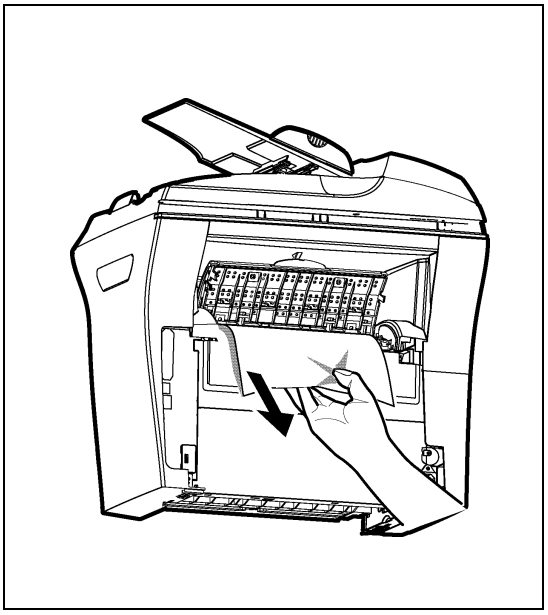
☞ Remove any jammed sheets.





☞ Open the rear cover of the printer until locked behind lug A.

☞ Remove any jammed sheets.



☞ Reinstall the drum/toner cartridge set (refer to paragraph **Replacing cartridges**, page 6-2).

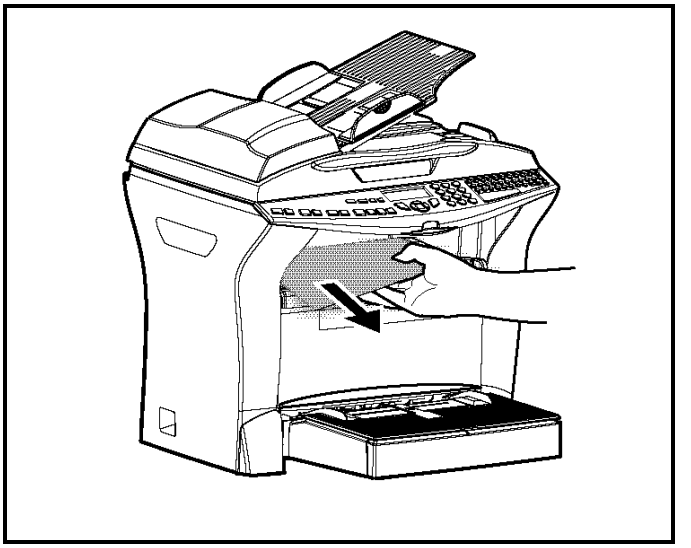
☞ Correctly close the front and rear covers of the printer.

Paper jam at the feeders and trays

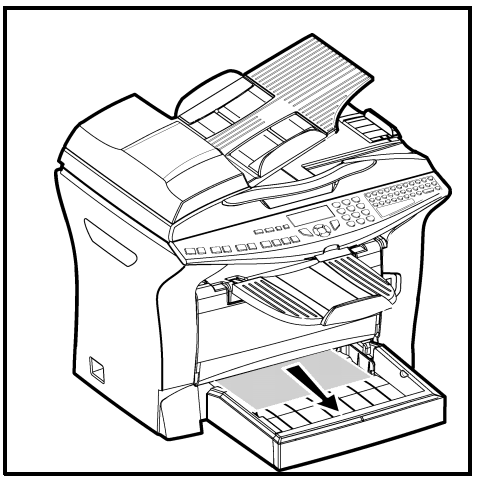
The figures below show different type of paper jam you might experience when using your terminal.

☞ Remove any stuck sheets as shown by the arrow depending on where the paper jam occursScanner incidents

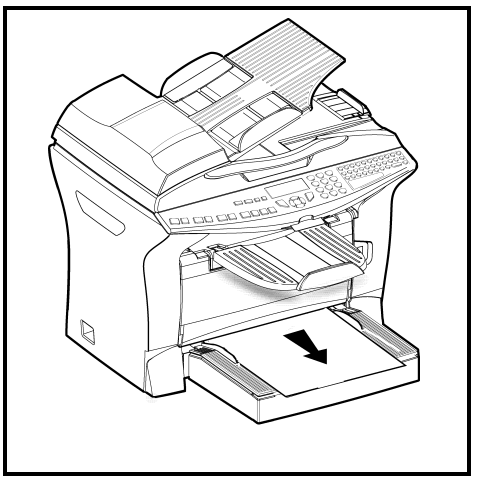
At the printer output stacker



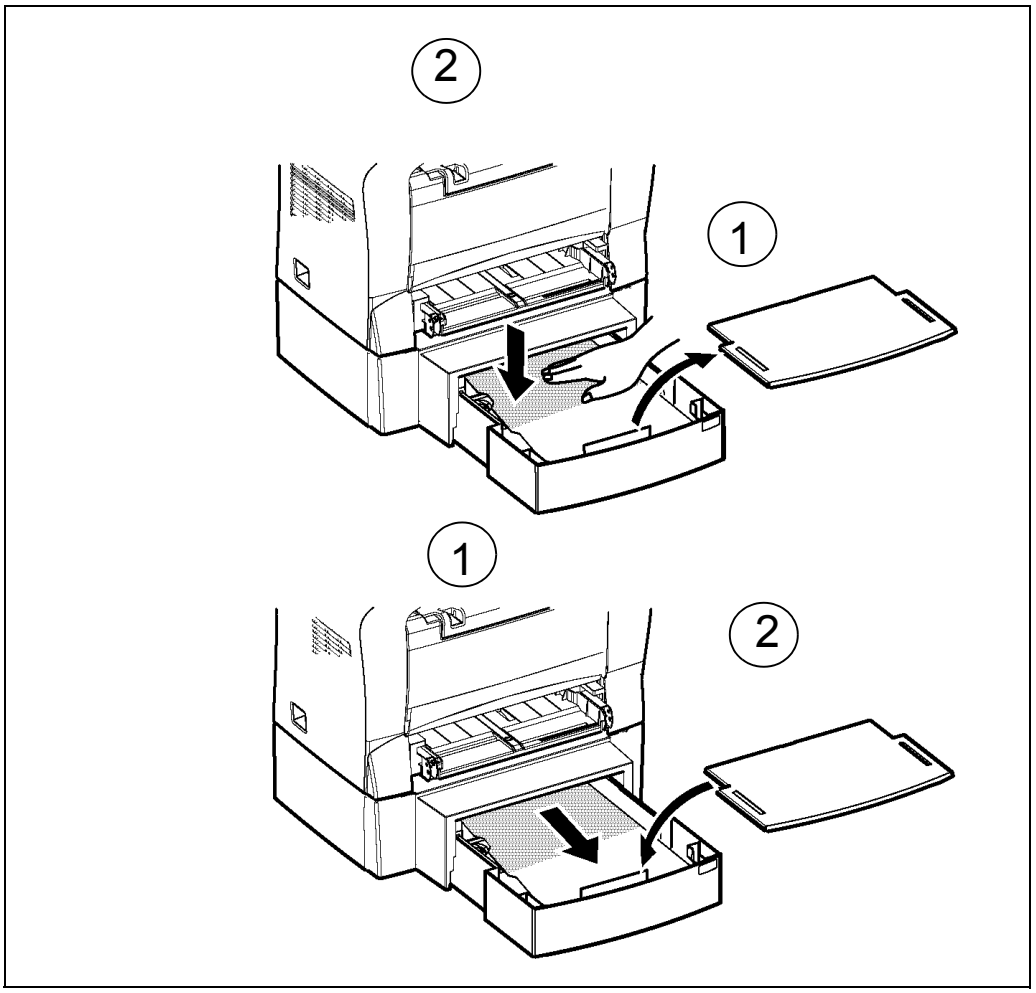
At the paper tray



At the manual feed tray



Second cassette (option)

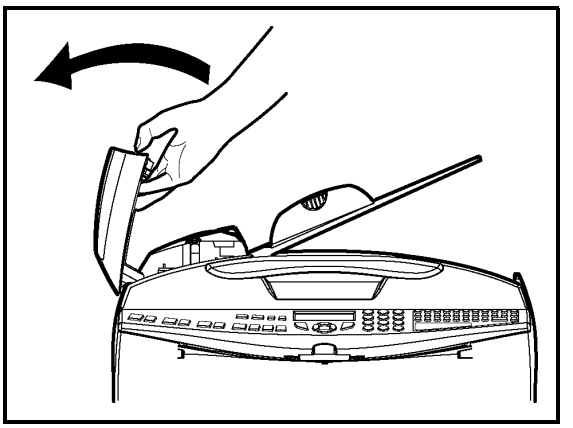


SCANNER INCIDENTS

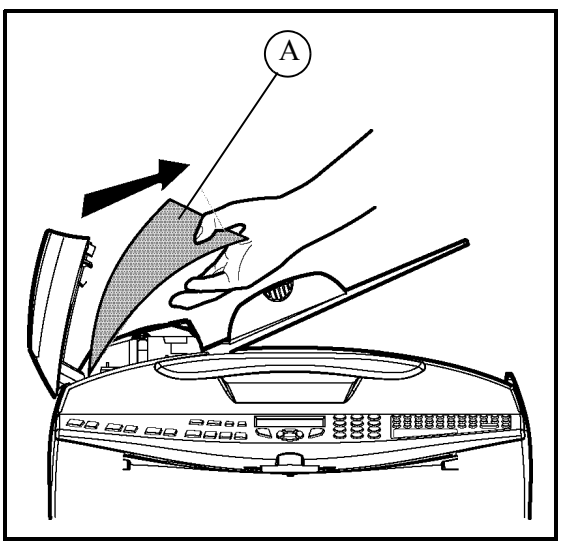
Scanner paper jam

When a paper jam occurs, the following message appears on the control panel screen **REMOVE DOCUMENT**.
If jams often occur in a specific part of the unit, the latter needs to be checked, cleaned or repaired.

☞ Open the scanner cover.



☞ Remove the jammed paper (A) without tearing it.



☞ Then, close the scanner cover.

MISCELLANEOUS INCIDENTS

At switch-on nothing appears on screen

Check that the mains cable is plugged in, and check the mains plug if necessary.

The fax does not detect the presence of your inserted document. The message READY does not appear on the screen.

At the start and during scanning, REMOVE DOCUMENT appears on the screen.

Remove the document or press key ⊽.

Check the thickness of the document (50 sheets of paper of 80 g/m^2).

Iron out the sheets if needed.

Help the sheets along.

The fax machine does not receive any faxes

Check that the telephone line cable is correctly plugged in and that there is a tone signal on the telephone line by means of the key.

You receive a blank page

Make a photocopy of a document ; if it is correct then your fax is functioning normally. Call back the subscriber and have him resend the document. It was probably sent with the sheet inserted backwards.

You cannot send a fax

Check that the telephone line cable is correctly plugged in.

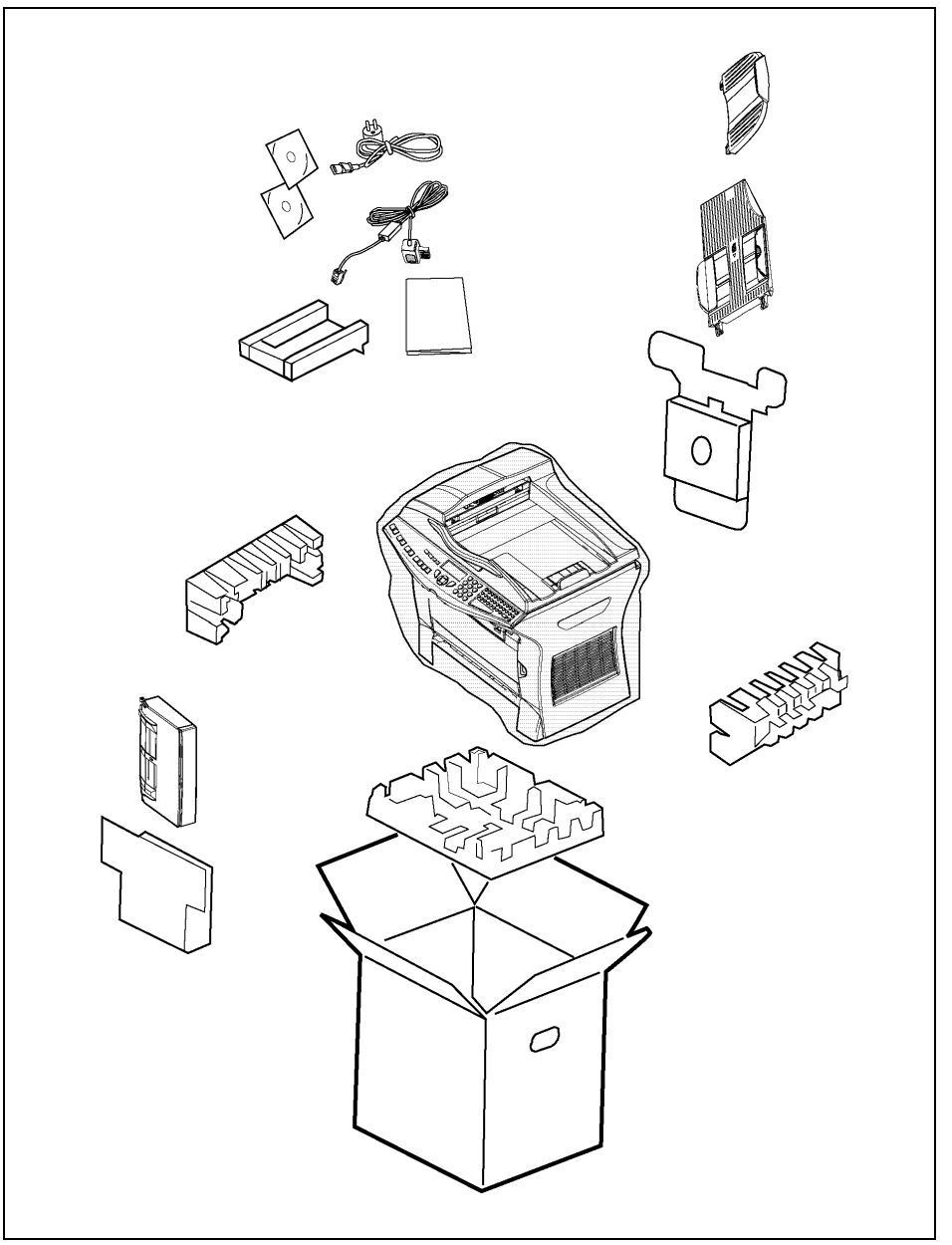
Check the tone by pressing the key.

Check the prefix is correctly programmed and used.

TERMINAL PACKING AND TRANSPORTATION

Always use the original package when transporting the terminal. Failure to do so could void the warranty.

- ☞ 1 - Disconnect the terminal from the telephone network (depends on model) and the mains plug.
- ☞ 2 - Remove the connection lead to the telephone line(depends on model) and the mains lead, the document feeder tray, the printer output tray and the paper tray; pack in the original boxes.
- ☞ 3 - Put the terminal in a plastic bag and put it in its original box with all the original wedges.
- ☞ 4 - Add all documentation (printer documents and miscellaneous CD Roms (depending on model) in the box.
- ☞ 5 - Correctly close the box with tape.



CHARACTERISTICS

Device type: Office colour fax machine, fast operation with all Group 3 devices according to ITU-T recommendations.

UNIT CHARACTERISTICS

Dimensions:	Width: 440 mm Depth: 460 mm (without duplex option) Height: 460 mm (without stackers and 500 sheets paper feed tray)
Weight:	14 kg
Electric power supply:	220-240 V - 50-60 Hz - 4.5 A
Power consumption (max. values):	- standby mode: less than 15 W - wait mode: less than 75 W - operation: 580 W (during copy) (900 W peak)
Operating temperature:	- operation: +10°C to 35°C (50 to 95°F) with a maximum difference of 10°C per hour. - storage: +0°C to 40°C (32 to 104°F) with a maximum difference of 10°C per hour.
Operating humidity:	Operation or storage: 20% to 80% RH (without condensation) with a maximum difference of 20% per hour.
Original document size:	Width: 216 mm max. Height: 297 mm Thickness: 0.05 to 0.15 mm
Document feeder:	Max capacity : sheet stack height 3 mm (ie a normal capacity of 50 pages (80 g/m^2))
Reception size: (A4 size) and Legal:	A4 size Legal size
Reception paper:	Plain paper (copier type (80 g/m^2))
Paper tray capacity:	250 pages max. (80 g/m^2)
Second paper tray (option):	Second paper tray : 500 pages (80 g/m^2)
Transmission procedures:	In accordance with UIT-T recommendations for group 3 copiers.
Possible phone line connections:	To all public switched telephone networks (or equivalent)
Scanned image resolution:	Scanner : 300 dpi
Reading system:	CIS optronics reading
Print type:	Laser printing process
Printer resolution:	600 x 600 dpi
Communication rate:	For group 3 : 33600/14400/12000/9600/7200/4800/ 2400 bps

The effective transmission time for an A4 page ranges between a few seconds to approximately one minute (depending on line quality, modem bit rate, the amount of information on the original document and the resolution)(*).

(*) Not taking into account the exchange initialisation procedure.

Internet : general characteristics	TCP/IP/PPP Protocols
	Protocols SMTP/POP3/MIME protocols for electronic mail
	V90Modem (up to 56 kbps/s)
File format:	Image : TIFF-F for black/white documents and JPEG for color documents
	- PDF : monochrome et color
	- PCL® 6 Emulation (A)
	SG Script (PostScript® level 2 language emulation and PostScript® level 3 language emulation with configuration file)(B)

Specifications may change for improvement without prior notice.

A. PCL is a registered trademark by Hewlett Packard.
B. PostScript is a registered trademark by Adobe Systems Incorporated.

7 Safety and Environment

Safety

SAFETY WARNING

Before powering on your unit, make sure the mains outlet it is connected to meets the requirements printed on the warning label on your unit, or on the separate power supply (depending on the model). **This unit must not be installed on the floor.**

If your unit works with a separate Power Supply, use only the one delivered with your unit; never use another power supply.

If your unit works with a battery, replace it only with the same type of battery or an equivalent type recommended by the manufacturer.

Warning: incorrect replacement of the battery may cause an explosion. Replace only with the same or equivalent type recommended by the manufacturer. Dispose of used batteries according to the manufacturer's instructions.

Used batteries must be disposed of following the manufacturer's instructions.

Depending on the model, the unit's mains plug may be the only way to disconnect the unit from the power network. Therefore you must respect the following:

- Your unit must be connected to a mains outlet located nearby.
- The mains outlet must remain easily accessible.

Your unit is delivered with a power cord including a plug which, depending on the model, may be:

- without earth (the ⊡ symbol on the warning label).
- with earth (no symbol on the warning label). It is imperative that a power plug with an earth be connected to a wall outlet with an earth.

The European version of this unit includes the CE stamp, following the 73/23/CEE, 89/336/CEE and 93/68/CEE directives.

APPAREIL A RAYONNEMENT LASER
DE CLASSE 1
CLASS 1 LASER PRODUCT
LASER KLASSE 1
APPARECCHIO LASER DI CLASSE 1
PRODUCTO LASER DE CLASE 1
APARELHO A LASER DE CLASSE 1

If the machine is powered when you remove the upper cover, be careful with the two following dangers:

- Laser beam interception by human eye can produce irremediable injuries.
- Human contact with parts electrically powered can produce a very dangerous electric shock.

ENVIRONMENT

The preservation of the environment is of importance to the manufacturer. The manufacturer wishes to service the installations with respect to the environment and has chosen to integrate the environmental performance in the whole lifecycle of its products, throughout manufacturing, release use and disposal.

The packaging

The (green point) logo indicates that a contribution is given to an approved national organization to improve the packaging salvage and recycling infrastructures.

To make recycling easier, follow local rules and regulations concerning sorting and disposal of such waste.

Batteries and rechargeable batteries

If your product contains batteries or rechargeable batteries, these shall be disposed of at the designated collecting centers.

The product

The crossed bin symbol on the product indicates that it belongs to the electric and electronic equipment family.The crossed bin symbol on the product indicates that it belongs to the electric and electronic equipment family.

Therefore, according to European regulations you are requested to dispose of it at the selected collection areas:

- to distribution centers in case of equivalent equipment purchase,
- to the available local collecting centers (dump, selective collection, etc.).

Thus, you participate in the "Waste of Electric and Electronic Equipment reuse and development" which can have potential effects on the environment and human health.

Energy Star

The purpose of the International ENERGY STAR® Program is to promote the development and popularization of energy-efficient office equipment.

As an ENERGY STAR® Partner, OKI has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

CONSUMABLES REFERENCES

Toner cartridge 6K:	**09004168**
Toner cartridge 12K:	**09004169**
Drum cartridge:	**09004170**

CONSUMABLE CHARACTERISTICS

Toner cartridge:

The standard toner cartridge can produce up to 6,000 pages (when printing on A4 paper with a 5% max. black and white ratio).

The initial toner cartridge can produce up to 2,000 pages (when printing on A4 paper with a 5% max. black-and-white ratio).

The service life of the toner cartridge mainly depends on the type of printed document and the average number of pages per print operation).

Dr um cartridge:

The standard drum cartridge can produce up to 20,000 pages.

Various factors may influence the effective service life of the drum cartridge, namely the environment (temperature, humidity), the average number of pages per print operation, the type of paper used, etc.

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